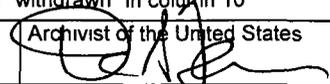
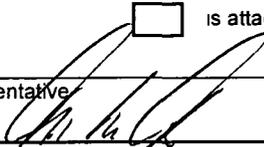


Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) U S Department of State	
2 Major Subdivision Bureau of East Asian and Pacific Affairs	
3 Minor Subdivision Executive Office, EAP/EX	
4 Name of Person with whom to confer Shelia A Prince	5 Telephone (include area code) (202) 261-8428

Leave Blank (NARA Use Only)	
Job Number	N1-059-10-15
Date Received	6/3/10
Notification to Agency In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	11 July 12 

6 Agency Certification
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative Tasha M Thian 	Title Agency Records Officer	Date (mm/dd/yyyy) 5/27/10
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Schedule		

Bureau of East Asia Pacific Affairs
Executive Office (EAP/EX)
Records Disposition Schedule

1. Executive Director's Subject Files

Description: Copies of telegrams, memorandums, decision papers, inspection reports, travel approvals, working group, contract carrier policies and other documentation used and generated by the Executive Director in directing the administration and management of the bureau

Disposition: TEMPORARY Cutoff at the end of calendar year Destroy 3 years after cutoff or when no longer needed for reference, whichever is later

DispAuthNo:

2. Executive Director's Chronological Files

Description: Copies of various outgoing correspondence signed by the Executive Director that include, but not limited to, memoranda, OIG requests and responses, internal instructions, reports, memoranda of understanding, memoranda of agreement and briefing materials The files are stored chronologically and maintained by month and year

Disposition: TEMPORARY Cutoff at the end of calendar year Destroy 3 years after cutoff or when no longer needed, whichever is later

DispAuthNo:

3. Executive Director's Invitational Travel Files

Description: Semiannual reports and files of requests and approvals of gifts of travel and travel expenses accepted by the Department from non-Federal sources, pursuant to 31, U S C

Disposition: TEMPORARY Cutoff at the end of calendar year Retire to Records Service Center (RSC) 3 years after cutoff Destroy 10 years after cutoff

DispAuthNo:

Bureau of East Asia Pacific Affairs
Executive Office (EAP/EX)
Records Disposition Schedule

4. Resource Management Files

Description: Records documenting the formulation and presentation of budgetary programs of the EAP Bureau to the Office of the Department of State Chief Financial Officer, OMB and Congressional sub-committees and for the execution of the annual and long-range budgetary requirements for the entire Bureau, including its headquarters and all diplomatic missions in the East Asian and Pacific region. Budgetary programs include such things as travel, contracts, grant funding, ICASS funding, language services, motor pool services, invoice payments, procurement, and public diplomacy programs.

Disposition: TEMPORARY Cutoff closed files annually Destroy 5 years after cutoff

DispAuthNo:

5. Post Management Officers Files

Description: Records documenting management issues at Post, including staffing and personnel, strategic planning, coordination with functional bureaus, consultations and briefings for the principal officers and chiefs of mission, emergency and crisis situations, and related matters. Files arranged by subject and country.

Disposition: TEMPORARY Cutoff at the end of calendar year Destroy 3 years after cutoff or when no longer needed, whichever is later

DispAuthNo: