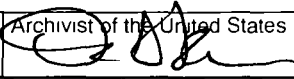
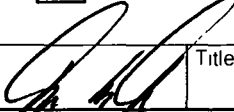


Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-059-10-22	Date Received 9/15/10
1 From (Agency or establishment) U S Department of State		Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Bureau of Administration			
3 Minor Subdivision Deputy Assistant Secretary for Global Information Services		Date 9/15/10	Archivist of the United States 
4 Name of Person with whom to confer Alice L Murray	5 Telephone (include area code) (202) 261-8938		

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) 09-13-2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	See attached		

**BUREAU OF ADMINISTRATION
DEPUTY ASSISTANT SECRETARY FOR GLOBAL INFORMATION SERVICES
RECORDS DISPOSITION SCHEDULE**

Item 1 DAS Program Files

Description: Consists of correspondence, memorandums, reports, project plans, position papers, briefing materials, and other records received or sent by the Deputy Assistant Secretary that pertain to the formulation and development of policy positions, set precedent, or reflect significant changes in organization and management of the Department's global information services programs. Records document the management of information services and the planning and development of activities in the areas of directives and forms management, publishing services, Freedom of Information and Privacy Acts, records management, document classification, and library services.

Disposition: PERMANENT. Cut off file at the end of the incumbent's tenure and retire to the RSC Transfer to the National Archives 25 years after cutoff.

DispAuthNo: Pending (new)

Item 2 DAS Administrative Files

Consists of correspondence, memorandums, emails, reports, spreadsheets, workload reports, presentations and reference and background materials that relate to the management of the office but do not set precedent or reflect policy decisions. (For administrative files common to all offices, see Chapter 3.)

Disposition: Temporary. Cut off file at the end of the incumbent's tenure. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: Pending (new)