

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 Diplomatic Security
3 Minor Subdivision	Office of Executive Director - Front Office DS/EX
4 Name of Person with whom to confer	5 Telephone (include area code)
Shelia A Prince	(202) 261-8428

Leave Blank (NARA Use Only)	
Job Number	N1-059-11-15
Date Received	2/28/11
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
27 Sept 11	

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 1 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	Title	Date (mm/dd/yyyy)
Tasha M Thian	Agency Records Officer	2/28/11

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Diplomatic Security
Office of the Executive Director
Front Office**

1. Executive Director Chronological Files

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

Note: Record copies are retained in subordinate office(s).

Disposition: Temporary. Cut off end of the calendar year. Destroy 3 years after cut off or when no longer needed for reference, whichever is sooner.

DispAuthNo: (new)