

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-59-88-17

GENERAL SERVICES ADMINISTRATION

NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

2-8-88

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of State

2 MAJOR SUBDIVISION

Bureau for International Narcotics Matters

3 MINOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

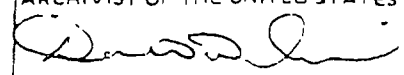
DATE

ARCHIVIST OF THE UNITED STATES

Marria Braden

647-7123

6/24/81



John A. Cruce

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

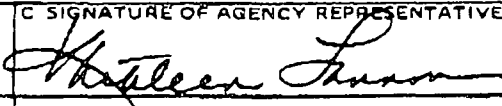
A GAO concurrence is attached, or is unnecessary

8 DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

06/15/87



Kathleen M. Lannon
Chief, Records Management Staff

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

BUREAU FOR INTERNATIONAL NARCOTIC MATTERS

This chapter provides instructions for the maintenance and disposition of program records pertaining to international narcotics control assistance activities which includes materials on the policies, plans and procedures of the program, inter-agency, inter-governmental and inter-organizational liaison in the conduct of the program, intelligence reports pertinent to narcotic traffic and control, and documentation of specific projects. Records not identified such as routine administrative and operational program files are contained in Chapter 3 of the Records Management Handbook, Appendix A.

1.

INTERNATIONAL NARCOTICS CONTROLS POLICY FILE

The single, central, Official Subject File of the Bureau for International Narcotics Matters

[Excluding administrative, chronological, individual working, information, personal, or reference files]

Consisting Of airgrams, congressionals, correspondence, diplomatic notes, directives, manuals, memorandums of conversation, plans, reports, telegrams

SNAR RECORDS

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2. 2a.	<p><i>That Document</i> administration, executive direction, management, policy making, procedures, development, implementation, and participation in international narcotic control programs:</p> <p><i>Relating To:</i> the international narcotic program of the Department of State which covers</p> <p>Implementation of and advice on international narcotics controls (INC);</p> <p>Guidance to chiefs of missions and direction to INC coordinators at posts abroad on INC matters,</p> <p>Communications with foreign governments (including the negotiation, conclusion, and termination of agreements) relating to INC programs,</p> <p>Development, implementation, coordination, and supervision, of INC assistance activities,</p> <p>Inter-governmental proceeding on INC activities;</p> <p>UN Commission On Narcotic Drugs and other international meetings and conferences on drugs, narcotics, and psychotropic substances</p> <p>INC policies and programs of U S Agencies,</p> <p style="text-align: center;">AUTHORIZED DISPOSITION</p> <p>Permanent. Break file annually Retire to RSC after 3 years for transfer to WNRC when 5 years old Offer to NARA when 30 years old in 5 year blocks</p> <p style="text-align: center;">BRIEFING MATERIALS FILE</p> <p>Briefing Materials on International Narcotics Control</p> <p>Documents used in the formulation of policy, procedures, guidelines or other instructional materials</p> <p style="text-align: center;">AUTHORIZED DISPOSITION</p> <p>Permanent File documents with Policy and Procedures File as identified in item 1 for permanent retention</p>		

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2b	<p>Other records</p> <p style="text-align: center;">AUTHORIZED DISPOSITION</p> <p>Destroy when obsolete, superseded, or no longer needed for current program operations</p>		
3.	<p style="text-align: center;">PROCUREMENT FILE</p> <p>Project Authorizations/Commodities Contract File</p> <p>File consists of records to purchase commodities overseas Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM or embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents</p>		
3a.	<p>Commodities and Technical Services Contracts</p> <p style="text-align: center;">AUTHORIZED DISPOSITION</p> <p>Transfer to RSC after 3 years RSC destroy 6 years and 3 months after final payment (GRS 3, item 4a(1))</p>	<p>GRS 3 Item 4(a)(1)</p>	
3b	<p>Personal ^{Professional} Services Contracts</p> <p>Contracts (extra copies of only), general correspondence, vouchers, contractor's monthly reports, security clearances, and other related documents.</p> <p style="text-align: center;">AUTHORIZED DISPOSITION</p> <p>Transfer to RSC after 3 years RSC destroy 6 years and 3 months after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith) (GRS 3, item 4a(2))</p>	<p>GRS 3 Item 4(a)(2)</p>	

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4	SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILE		
4a.	<p>Successful bids and proposals</p> <p>AUTHORIZED DISPOSITION</p> <p>Destroy with related contract case file (GRS 3, item 6)</p>	<p>GRS 3 Item 6</p>	
4b	<p>Solicited & unsolicited unsuccessful bids & proposals</p> <p>(1) When filed separately from contract case file</p> <p>AUTHORIZED DISPOSITION</p> <p>Destroy when related contract is completed (GRS 3, item 6)</p> <p>(2) When filed with contract case file</p> <p>AUTHORIZED DISPOSITION</p> <p>Destroy with related contract case file. (GRS 3, item 6)</p>	<p>GRS 3 Item 6</p> <p>GRS 3 Item 6</p>	
5	<p>COUNTRY FILE</p> <p>Consists of telegrams, airgrams, memorandums, correspondence, reports; statistics; studies, surveys, and other documentation of bureau participation in international narcotic control programs & projects, in a specific country, conducted by INM. Includes material on the policies, plans and procedures of country programs and projects, interagency, inter-governmental and inter-organizational liaison in program/project development and implementation, and duplicate copies of program agreements and contracts for commodities and services for program/project support. Original contracts are identified in items 5a and b.</p> <p>AUTHORIZED DISPOSITION</p> <p>Permanent Block annually Screen files and destroy duplicate information Retire to RSC when 3 years old RSC transfer to Federal Records Center when 5 years old Offer to National Archives when 30 years old</p>		

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6.

INTERNATIONAL MEETINGS FILE

File consists of documents relating to international meetings and conferences on drugs, narcotics and psychotropic substances and related information of the United Nations Drug Agencies

AUTHORIZED DISPOSITION

Retire to RSC when 3 years old. Destroy when 5 years old

7.

U. N. COMMISSION FILE

U N Commission on Narcotic Drugs - File consists of DOS and duplicate copies of U.N. documents concerning drug abuse control, narcotics, conferences and meetings and other related documents.

AUTHORIZED DISPOSITION

Transfer to the RSC when 3 years Destroy when 5 years old.

8

AVIATION FILE

File consist of documents relating to. Administration, (budget and personnel), aircraft data, aircraft utilization, air wing, aviation advisors, countries, environment, herbicides, maintenance advisors and mechanics, other agencies, pilots, procurement actions, production estimates, public diplomacy, rapid development force, special projects, talking papers, etc

AUTHORIZED DISPOSITION

Retire to RSC when 3 years old. Destroy when 5 years old

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All changes to this schedule made per conversation of April 8, 1988 between John Cruce, FAIM/RM and David Langbart, NIRM.

David A Langbart, NIRM
4/11/88