

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO N1-59-88-36

DATE RECEIVED 4/12/89

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment):

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Department of State
Bureau of Oceans and International Environmental
and Scientific Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Coordinator for Population Affairs

5 TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

647-6011

5/2/81

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 3 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

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

4-21-89

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SUPERSEDED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)

See attached for description of records and projected annual accumulations for items identified as permanent.

*Copies sent to NCF
TNT, 7/7/89 5/8/89*

CHAPTER 16. BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS

SECTION 1 POPULATION AFFAIRS

This section covers records created and accumulated by the Coordinator for Population Affairs. It provides documentation, maintenance, and disposition instructions for international population policy, including interrelationships of population with global issues such as food, environment, health, and social development.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
16101	Policy File <ul style="list-style-type: none"> a. Laws and mandates dictating international population policy b. Documents relating to the reaffirmation of U S policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation. 	<p>Destroy when superseded, obsolete, or no longer needed for current operations</p> <p>Permanent Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old</p>
16102	Country File <p>Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demographic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents</p>	<p>Permanent Cut off at the end of the calendar year. Transfer to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old</p>
16103	UN Fund for Population Activities (UNFPA) <ul style="list-style-type: none"> a. General <p>Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, intercountry activities, and other related documents</p> 	<p>Maintain in 3-year blocks. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old</p>

Cite as:

NI/055/03/36/16103A

TINB 6/17/11

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
16103 (Contd)	<p>b International meetings and conferences</p> <p>Documents relating to strategic planning for the promotion of economic development and human rights. Includes draft resolutions, U.S. preparatory documents, position papers, press conference material, press releases, statement by heads of delegations and other related documents</p> <p>c International organizations</p> <p>Documents dealing with cooperative programme, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance</p>	<p>Maintain in 10-year blocks Transfer to RSC when 12 years old Destroy when 20 years old</p> <p>Maintain in 10-year blocks Transfer to RSC when 12 years old Destroy when 20 years old</p>
16104	<p>International Development</p> <p>Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign aid assistance, population aid proposals, and documents reflecting the impact of family planning services on population</p>	<p>Block annually Transfer to RSC when 10 years old Destroy when 15 years old</p>
16105	<p>National Security File</p> <p>Consist of information population issues and programs, world demographic statements, documents reflecting meetings on world population, NSC annual reports, copies of CIA security studies, and other related documents</p>	<p>Permanent. Cut off at the end of the calendar year Transfer to RSC when 15 years old Transfer to WNRC when 20 years old Transfer to the National Archives when 30 years old</p>
16106	<p>Trip Reports</p> <p>Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services and progressive measures</p> <p>a Internal</p>	<p>Permanent. Cut off at the end of the calendar year Transfer to RSC when 10 years old Transfer to WNRC when 15 years old Transfer to the National Archives when 30 years old.</p>

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
	b Other	Destroy when 6-months old
16107	Hearings File Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub-Committee Included are question and answer papers concerning testimonies	Permanent Cut off at the end of the calendar year Transfer to RSC when 10 years old Transfer to WNRC when 15 years old Transfer to the National Archives when 25 ³⁰ years * old
16108	Science and Technology File Copies of documents relating to bilateral and multi-lateral cooperation in regards to population sciences Includes background information, documents reflecting meetings with foreign delegations, multilateral and bilateral agreements, and other related documents	Maintain in blocks Transfer to RSC when 10 years old Destroy when 15 years old
16109	History and Background of OES/CP. Correspondence, reports, memorandums, telegrams, airmgrams, and other material relating to the creation, history, and organization of the population affairs function	Permanent Cut off every five years Transfer to RSC when 10 years old Transfer to WNRC when 20 years old Transfer to the National Archives when 30 years old

* changed per telephone conversation of April 26, 1989 between Marrietta Braden (FAIM) and David Langbert (NARA)
DAL