



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-91-33	DATE RECEIVED 12/16/91
1. FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION The Secretary of State (S)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE 1/14/92	ARCHIVIST OF THE UNITED STATES 

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 4 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; or  has been requested.

DATE 12/12/91	SIGNATURE OF AGENCY REPRESENTATIVE  Kenneth F. Rossman	TITLE Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>THE SECRETARY OF STATE</b></p> <p><b>Subject and Country Files.</b> Arranged by subject or country. Correspondence, "official-informal" correspondence, memorandums, memorandums of conversation, briefing papers, telegrams, airgrams, reports, summaries of discussion, statements, background press briefings, notes, chits, drafts, and other material. Files relate to the interests, responsibilities, and activities of the Secretary of State.</p> <p>Volume on hand: 16-1/2 feet Annual accumualtion: 2-3 feet</p> <p>PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		

2. **Chronological Files.** Arranged chronologically or by type of records and thereunder chronologically. Telegrams, correspondence, "official-informal" correspondence, memorandums, memorandums of conversation, briefing materials, speeches, statements, reports, notes, chits, and other material. Files relate to the interests, responsibilities, and activities of the Secretary of State.

Volume on hand: 34-1/3 feet  
Annual accumulation: 4-5 feet

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

3. **Speeches, Statements, and Trips Files.** Arranged by event, generally in chronological order. Itineraries, memorandums, memorandums of conversation, communiques, reports, press releases, texts of speeches and statements, briefing materials, correspondence, telegrams, airgrams, drafts, notes, chits, and other material. Files document preparations for, results of, and activities surrounding for the Secretary's speeches, statements, and trips.

Volume on hand: 26 feet  
Annual accumulation: 3-4 feet

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

4. **Briefing Books.** Briefing books prepared for use by the Secretary of State. Relate to trips, state visits, meetings, conferences, special issues, and appearances before Congress

Volume on hand: 24 feet  
Annual accumulation: 3-4 feet

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

5. **Meeting Files.** Arranged chronologically. Memorandums, memorandums of conversation, briefing materials, talking points, reports, agendas, minutes, notes, telegrams, "Readouts," and other material. Files relate to meetings of the Secretary of State.

Volume on hand: 13 feet  
Annual accumulation: 1-2 feet

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

6. **Records of Schedules.** Full and public versions of all meetings and calls of the Secretary of State.

Volume on hand: 10 feet  
Annual accumulation: 1-2 feet

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

7. **Notes of Telephone Calls.** Notes and transcripts of telephone calls.

Volume on hand: 7 feet  
Annual accumulation: 1 foot

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

8. **Miscellaneous Correspondence.** Incoming and outgoing correspondence and memorandum. Files document substantive issues in U.S. foreign policy.

Volume on hand: 1 foot  
Annual accumulation: 0

PERMANENT. Block with other records of incumbent and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

9. **Verbatim Transcripts of Staff Meetings.** Transcripts of meetings of the policy-making staff of the Department of State.

Volume on hand: 4 feet  
Annual accumulation: 0

PERMANENT. Block with other records of incumbent and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.