

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Policy Planing Staff, Open Forum (S/P-OF)

4. NAME OF PERSON WITH WHOM TO CONFER
John A. Cruce

5. TELEPHONE
202-647-7123

LEAVE BLANK (NARA use only)

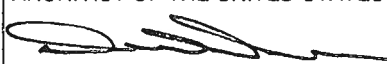
JOB NUMBER
NI-59-92-2

DATE RECEIVED
3/23/92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
4/15/92

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 ___ 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 3/2/92	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 GRS OR SUPERSEDED JOB CITATION	10.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>OPEN FORUM PROGRAM - SUBJECT FILE</p> <p>Airgrams, annual reports, correspondence, papers, photographs, and telegrams - on Open Forum elections, luncheons, meetings, speakers, and working groups.</p> <p>DISPOSITION: PERMANENT. Block by year. Retire to RSC when 2 years old. RSC transfer to FRC after 5 years and offer to NARA after 30 years.</p>		
2.	<p>CHAIRPERSON'S WORKING FILE</p> <p>Extra copies of: correspondence, memorandums, logs, and telegrams on Open Forum, and Open Forum Options.</p> <p>DISPOSITION: Destroy when material is obsolete, updated or of no further value.</p>		

Copies sent to agency, NN-W, NNT, NCF, NIA 4/16/92

3. OPEN FORUM OPTIONS

- 3a. Master set of the publication "Open Forums Options"
(Formerly - Open Forum Journal)

DISPOSITION: PERMANENT. Block by year. Retire to RSC when 2 years old. RSC transfer to FRC after 5 years and offer to NARA after 30 years.

- 3b. Articles - for Open Forum Options

Background information, draft articles, and notes.

- 3b(1). Articles that have been published.

DISPOSITION: Destroy after 3 months.

- 3b(2). Articles that are being held for possible publication in future issues.

DISPOSITION: Block by year. Review annually. See 3b(3).

- 3b(3) Articles that have been rejected and will never be published.

DISPOSITION: Destroy 3 months after date of rejection.

4. SPEAKERS - CASE FILE

Biographic information, chairperson remarks, copies of correspondence, department notices, invitations, memorandums, newspaper articles, notes relating to the substance of a speech, press releases, schedules, and speeches - on foreign policy - by well known analysts, consultants, and experts; material provided by the speaker; and photographs.

DISPOSITION: Block by year. Destroy after 3 years.

5. CHRONOLOGICAL FILE

Correspondence, memorandums, telegrams, notice and other material generated by S/P-OF. Record copies are incorporated into other series of records.

DISPOSITION: Destroy when no longer needed.