

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
 Bureau of Politico-Military Affairs

3. MINOR SUBDIVISION
 Office of International Security Operations

4. NAME OF PERSON WITH WHOM TO CONFER
 Pat Magin

5. TELEPHONE
 647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-59-92-34*

DATE RECEIVED *1/11/93*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *3/10/93* ARCHIVIST OF THE UNITED STATES
Acting Raymond Amodeo

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 2 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 *1/6/93* SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth Rossman* TITLE Department of State Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment		

Office of International Security Operations (PM/ISO)

1. Subject Files

Information on a variety of issues and programs pertaining to international security operations arranged by subject or country. Contains airgrams, telegrams, memorandums, reports, etc. on military operations, security, human rights, terrorism, narcotics, nuclear issues, etc. Arrange annually or other specific time period.

a. Information on programs and issues of long-term value to the operations.

Permanent. Retire to the Records Service Center when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Records on issues or programs of a general nature, i.e. human rights, port visits, military exercises, etc.

Permanent. Retire to the Records Service Center when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years in 5 year blocks.

2. Chronological Files

Duplicate copies of all outgoing documents and cables that are maintained in the subject files of each analyst.

Maintain for one year, then destroy.

3. Overflight Clearances

Requests by foreign governments for overflight and landing clearances in the U.S. and U.S. territories. Information is arranged by country.

Destroy when 2 years old.

4. Foreign Employment

Requests from retired or reservist military personnel to work in a foreign country with either an American contractor or for the foreign government. Contains a specific request form and State Department's response. Filed chronologically.

Destroy 1 year after approval of request.

5. **Log Sheet of Foreign Employment**

Log sheet identifying the pertinent information on requests for foreign employment, i.e. name, service, date received, date mailed.

a. **Paper log**

Destroy when 5 years old.

b. **Electronic database**

Delete from the database when 5 years old.

6. **Medical Requests**

Requests from foreign countries for VIP and foreign nationals medical treatment at a U.S. military medical facility. Information contains cables, memorandums, and diplomatic notes requesting State Department's approval. Filed chronologically.

Destroy 2 years after approval of request.

7. **Military Exercises**

Department of State's clearance on the deployment of U.S. military personnel to a foreign country for military exercises in that country. Information is maintained by the name of the exercise and contains cables, memorandums, etc.

Destroy when 2 years old.

8. **Counter-Drug Operations & Deployment**

Clearance on requests for deployment of counter-drug operations. Files contain cables and general correspondence. Approval is made by phone and denials are submitted in writing.

Destroy when 1 year old.

9. **Daily Activity Reports**

Summary of the daily activities of ISO.

Destroy when 1 year old.