

Records Disposition Schedules

I. Assistant Secretary for Politico-Military Affairs

1. Chronological Files. Arranged chronologically.

Documents signed by the Assistant Secretary for Politico-Military Affairs. Includes memorandums, correspondence, telegrams, reports, and other documentation on substantive policy and program issues maintained by the staff assistants and separate file maintained by the secretary containing official and personal correspondence. Also includes some incoming material.

Permanent. Cut off at the end of the calendar year. Retire to the Records Service Center when 2 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

Volume on Hand: 15 cubic feet
Annual accumulation: 6 cubic feet

2. Electronic Tracking System

Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying type of correspondence, date received, drafting office, drafter, action, location of action, and SS number.

a. Paper.

Print out annually and retire with related chronological files.

b. Electronic.

Destroy when no longer needed.

3. Schedules of Daily Activities

Calendars documenting meetings, appointments, telephone calls, trips, visits and other activities for the Assistant Secretary for Politico-Military Affairs.

Destroy upon departure of the Assistant Secretary.

4. In-House Memorandums

Internal memorandums from the subordinate offices to the Assistant Secretary conveying substantive issues, positions or information.

Permanent. Cut off at the end of the year. Retire the block of records when 1 year old to the Records Service Center. Transfer to the National Archives when 30 years old in 5 year blocks.

5. Daily Activity Reports

Submissions by the offices summarizing their daily activities.

Destroy when 1 year old.

6. Congressional Questions and Answers

Copies of all incoming and outgoing correspondence for Congressional questions and answers.

Destroy when 2 months old.

7. Congressional Inquiries

Copies of incoming congressionals and the action office response.

Destroy 2 months after response.

8. Tasker File

Requests by S/S and S/S-S for responses or information on political/military issues. Contains original correspondence, cover sheets, and final response by the action office.

a. Paper copies.

Destroy when 3 months old.

b. Electronic tracking system

Destroy when no longer needed.

9. NODIS Files

- a. Copies of all incoming and outgoing cables, memorandums or other documentation with NODIS restriction.

Destroy when 2 months old.

- b. Log books containing the cable or SS number and subject.

Block on an annual basis. Destroy when 3 years old.

10. EXDIS Files

- a. Copies of all EXDIS cables, memorandums and other documents.

Destroy when 2 months old.

- b. Log books

Block annually. Destroy when 2 year old.

11. Roger Channel Messages

Copies of all Roger Channel documents with limited distribution.

Destroy when 1 month old.

12. National Security Directives (NSD)

Copies of the NSD used as reference.

Destroy when 10 years old.

Executive Assistant, Special Assistant, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, and other Principals for the Bureau of Politico-Military Affairs

13. Chronological Files

Outgoing correspondence signed or approved by the Principals - arranged in chronological order.

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

14. Program Files

Background and supporting documentation on issues under the responsibility of the Deputy Assistant Secretary.

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