

**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 African Affairs

3. MINOR SUBDIVISION  
 Office of the Assistant Secretary (AF)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
 Betty Bates (202) 647-6018

**LEAVE BLANK (NARA use only)**

JOB NUMBER NI-59-93-18

DATE RECEIVED 10/22/93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 11-15-93 ARCHIVIST OF THE UNITED STATES  
*Andy Hunkamp*

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 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, 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 10/20/93 SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. 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 GRS OR SUPERSEDED JOB CITATION	10.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 Attached 6 items for Bureau of African Affairs, Office of the Assistant Secretary.		

*Copies sent to agency, NW-W, NIT, NCF, NIA 12/10/93*

BUREAU OF AFRICAN AFFAIRS  
OFFICE OF THE ASSISTANT SECRETARY

1. Assistant Secretary's Files

a. Chronological and Subject Files

Arranged partly in chronological order and partly by subject. Telegrams, memorandums, briefing papers and correspondence.

DISPOSITION: Permanent. When 3 years old retire to the Records Service Center (OIS/RA/RSC). Transfer to the Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 30 years in 5-year blocks.

Est. volume on hand: 2 cu. ft.  
Est. annual accumulation: 1 cu. ft.

b. Calendar -- Appointment Book

Listing of appointments and meetings. No substantive information recorded.

DISPOSITION: Destroy when no longer needed.

2. Deputy Assistant Secretaries' Files

Arranged both chronologically and by subject. Telegrams, memorandums, press releases, copies of speeches, correspondence and other records documenting their activities in an official capacity.

DISPOSITION: Block files. Destroy when 3 years old.

3. Staff Assistants' Files

a. Subject File

Arranged by subject. Copies of White House readings, reports, inspection reports, studies, briefing material, Special caption documents, and other documentation needing to be retained for operational purposes.

DISPOSITION: Block by year. Destroy when one year old.

b. Chronological Files

Arranged by month. Pending and completed taskings, copies of telegrams which are cleared on by the Front Office, special caption documents and channel messages, papers on specific events, i.e. visits, briefings, etc., copies of policy papers and other documentation which are controlled by or of interest to the Front Office.

DISPOSITION: Destroy when 3 months old.

4. Top Secret Documents

DISPOSITION: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old. Transfer to the WNRC when 6 years old. Transfer to the National Archives when 30 years old.

5. NODIS, EXDIS and Roger Channel Messages

DISPOSITION: Destroy when no longer needed and inform S/S. Do not retire.

6. Working Files

Rough notes or drafts, calculations, publications, newspapers clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents.

a. Drafts which form an integral part of the finished product or show changes of policy

DISPOSITION: Remove and place in official file along with other documentation.

b. Calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material

DISPOSITION: Destroy when no longer needed.