REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

JOB NUMBER
N1-59-93-19

DATE RECEIVED 12/7/94

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

(Acting)

DATE 1-3-95	**ARCHIVIST OF THE UNITED STATES** *Andy Huskamp Peterson*

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Bureau of African Affairs

3. MINOR SUBDIVISION
Office of Regional Affairs (AF/RA)

4. NAME OF PERSON WITH WHOM TO CONFER
Betty Bates

5. TELEPHONE
(202) 647-6018

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/29/94	*John A. Cruce*	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 GRS OR SUPERSEDED JOB CITATION	10.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 three items for all the Bureau of African Affairs, Office of Regional Affairs (AF/RA).		

Copies sent to Agency, NCF, NNT, NIA 2/14/95(J)

1. Program Subject Files

Arranged by TAGS/Terms. Grouped by subject and/or organization according to how assignments are made to individual officers. Thereunder arranged by subject, committee or country as is appropriate. Subjects include, but are not limited to, labor, democracy, narcotics, refugees, human rights, AIDS, political/military, security assistance, UN, OAU, NAM. Guidance and briefing materials, telegrams, correspondence, research papers, reports, memorandums, intelligence assessments, speeches, press conference and summaries, issue papers, logs, project evaluations, proposals, concept papers, policy/position papers, documents of international organizations, minutes of meetings and other documents relating to regional issues and concerns that are of interest and importance to the U.S. or region.

a. Program Files

Records which establish, define and discuss foreign policy positions or set precedent. Included are telegrams, memorandums, correspondence, reports, policy/position/issue papers, background and briefing materials, and other related documents.

DISPOSITION: Block by year, Retire to RSC when 3 years old for eventual transfer to the WNRC. Destroy when 9 years old.

b. Special Collections

Briefing books and files retained when the corresponding block is retired. Date range of material vary because their active use extends beyond 3 years.

DISPOSITION: Permanent. Review every year. When 5 years old, retire to RSC. Transfer to WNRC when 6 years old. Transfer to the National Archives when 30 years old.

On hand: 1 cu. ft.
Est. annual accumulation: .5 cu. ft.

c. All other files

DISPOSITION: Block by year. Arrange by TAGS/Terms. Destroy when 3 years old at the time the program files are retired.

2.   Chronological File

Extra copies of outgoing communications of all types, arranged chronologically without regard to the subject. The official copy of the communications is filed in the subject program file.

DISPOSITION: Destroy when 1 year old, or sooner.

3.   Political/Military Survey and Reports File

A reference file of surveys and reports done by U.S. Government (military) for other countries. Arranged by country.

DISPOSITION: Destroy when no longer needed for operations.