

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Executive Director (AF/EX)	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Betty Bates	(202) 647-6018

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER	11-59-93-22
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
11-15-93	<i>Andy Shank Peterson</i>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/20/93	<i>Keith Rossman</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 3 items for Bureau of African Affairs, Office of the Executive Director.		

*Copies sent to agency, NN-W, NNT, NCF, NIA 12/10/93*

**BUREAU OF AFRICAN AFFAIRS**  
**Office of the Executive Director**  
**(AF/EX)**

1. **Executive Director's Files**

a. **Subject Files**

Telegrams, memorandums, decision papers, minutes of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.

Destroy when 3 years old.

b. **Ambassador Absences Files**

Arranged by alphabetical order by post. Telegrams to and from posts regarding ambassador's absences and who is to be left in charge.

Screen periodically and destroy documents when no longer current.

c. **Chronological Files**

Extra copies of communications of all types, arranged chronologically. The official communications are filed in subject file.

Destroy when 1 year old.

2. **Management Analysis Files**

Arranged by TAGS/Terms. Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies.

a. **Mission Program Files**

Arranged alphabetical by post. Contains all of the background data, the post profiles and the 5 year reports.

Permanent. Retire to RSC when 5 years old. Transfer to the WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.

Est. volume on hand: 4 cu. ft.

Est. annual accumulation: 2 cu. ft.

b. All other files

Inspections, guidelines, work requirements, questionnaire/responses, surveys, cost analyses, telegrams, background material and studies used to make evaluations of post for entrance into the small embassy/consulate program, to justify country or regional programs and projects, etc.

Destroy when 3 years old.

3. Post Management Officers' Files

Arranged by TAGS/Terms. Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

a. Precedent setting cases

Retain until no longer needed.

b. All other cases

Destroy when 2 years old.