

**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  
 AF/E, AF/S, AF/C, AF/W

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

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 N1-59-93-23

DATE RECEIVED  
 2/17/94

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *2-3-95* ARCHIVIST OF THE UNITED STATES  
*Audrey Huskamp Petersen*

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 6 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 11/29/94 SIGNATURE OF AGENCY REPRESENTATIVE *John A. Cruce* 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 GRS OR SUPERSEDED JOB CITATION	10.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 10 items for the Bureau of African Affairs, Regional Desks.		

*Copies sent to agency, NCF, NSX, NIA 2/14/95*

1. Country/Subject Files (dated 1990 and forward)

Arranged by country, thereunder by subject and/or organization. Most are arranged by TAGS/Terms. Telegrams, airgrams, memorandums (action, briefing, information, etc.) reports, notes, correspondence, official-informals, policy papers, guidance, biographical information, memorandums of conversation, drafts, speeches or statements, news articles and releases, briefing papers, facsimiles, intelligence assessments and other material relating to the general conduct of U.S. foreign relations within the countries assigned to each officer. All records are covered regardless of where they are located.

a. Program Files

Those records which document the functions for which the office exists, i.e. they establish, define or discuss foreign policy positions or set precedent. They include telegrams, memorandums, correspondence, reports, policy/position papers and other related documents.

DISPOSITION: Block by year and arrange by TAGS/Terms. Retire to RSC when 3 years old for [REDACTED] transfer to WNRC. Destroy when 9 years old.

b. Administrative Files

Administrative materials and documentation which do not establish, define and discuss foreign policy positions or set precedent. Non-substantive telegrams, memorandums, correspondence and other related documents.

DISPOSITION: Destroy when the corresponding program files are retired.

c. Special Collections

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

DISPOSITION: Permanent. Retire immediately when no longer of use in office for [REDACTED] transfer to WNRC. Transfer to the National Archives when 30 years old.

On hand: est. 50 cu. ft.  
Est. annual accumulation: 20 cu. ft.

2. Task Force/Working Group Files

Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents.

a. Operations Center Task Force/Working Group

DISPOSITION: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.

b. Bureau Level Task Force/Working Group

DISPOSITION: Permanent. Retire to RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.

On hand: Est. 12 cu. ft.  
Est. annual accumulation: 1 cu. ft.

3. Briefing Books

Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions.

a. Briefing Books for Secretary of State

Destroy when 3 years old. The record copy is retained by S/S.

b. Other Briefing Books, including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and codels

(1) Master

Permanent. When 3 years old, transfer to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

On hand: Est. 2 cu. ft.  
Est. annual accumulation: 1 cu. ft.

(2) Copies  
Destroy when 3 years old.

4. Biographic Files

Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.

a. Information duplicated in INR

DISPOSITION: Review annually, destroy if no longer needed.

b. Unique information not duplicated in INR

DISPOSITION: Review annually, offer to INR/B.

**FAIR LABOR STANDARDS FILES**

5. Questionnaire Files

Arranged alphabetically by company. Completed questionnaires submitted by U.S. firms doing business with South Africa as required by the Comprehensive Anti-Apartheid Act of 1986. Questionnaire, description of and instructions for completing, interoffice memorandums and evaluation sheets.

DISPOSITION: Permanent. Retire immediately to RSC for [REDACTED] transfer to WNRC. Transfer to the National Archives when 30 years old.

On hand: 3 cu. ft.  
Est. annual accumulation: 0 cu. ft.

6. Subject Files

A reference file consisting of copies of legislation, Federal Register items, forms, interoffice memorandums, regulations, FOI requests and turndowns, mailing list, etc.

a. Regulations

DISPOSITION: Destroy when superseded or obsolete.

b. All other files

DISPOSITION: Destroy when 2 years old.

7. Chronological File

Notes to the file, copies of interoffice memorandum, cables, reports, correspondence, etc. This file does not duplicate the subject file.

DISPOSITION: Permanent. Retire immediately to RSC for [REDACTED] transfer to WNRC. Transfer to the National Archives when 30 years old.

On hand: Est. 3 cu. ft.  
Est. annual accumulation: 0 cu. ft.

8. Registered/Non-Registered Firms

Arranged in alphabetical order by name of firm. Correspondence with registered and non-registered firms confirming that they are either registered and participating to the Signatory Companies Statement of Principles monitoring system (therefore, not needing to report to the Department) or they are not required to register at all.

DISPOSITION: Permanent. Retire immediately to RSC for [REDACTED] transfer to WNRC. Transfer to the National Archives when 30 years old.

On hand: Est. 2 cu. ft.  
Est. annual accumulation: 0 cu. ft.

9. Fair Labor Standards Database

Information extracted from the questionnaires submitted by the U.S. firms doing business in South Africa and the ratings they received. This information is used to produce the South Africa and Fair Labor Standards annual report (hard copy).

This information is also reproduced in hard copy and filed in the subject file.

DISPOSITION: Delete information when no longer needed.

10. South Africa and Fair Labor Standards Annual Report and Annual Memo File

Final report prepared as required by the Comprehensive Anti-Apartheid Act of 1986, October 1, 1986, relating to registration and reporting with respect to the South Africa fair labor practices.

a. Record copy

One copy of each report and annual memo

DISPOSITION: Permanent. Retire to RSC when 5 years old and one-half foot is accumulated. Transfer to the National Archives when 30 years old.

On hand: Est. 1 cu. ft.  
Est. annual accumulation: 0 cu. ft.

b. All other copies and pre-production material

DISPOSITION: Destroy when no longer needed.