

**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  
 Office of the Executive Director (OEX/EX)

3. MINOR SUBDIVISION  
 OES/EX

4. NAME OF PERSON WITH WHOM TO CONFER  
 Willie Gee, Jr.

5. TELEPHONE  
 647-6023

**LEAVE BLANK (NARA use only)**

JOB NUMBER *41-59-93-28*

DATE RECEIVED *7/16/93*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *7-31-93* *Cathy Huskamp Peterson*  
 ARCHIVIST OF THE UNITED STATES

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 1 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
07/14/93	<i>Kenneth 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	See Attachment - Office of the Executive Director  		

*Copies sent to Agency, NW, NNT, NCF, NIA 8/4/93*

**EXECUTIVE DIRECTORS OFFICE (OES/EX)****EXECUTIVE DIRECTORS FILES**1. **Subject Files** - Arranged by subject.

Memoranda, telegrams, memoranda of understanding, inspection reports, decision papers, general correspondence, meeting reports, action documents, organization papers and other documents. Documents used by the Executive Director in directing the administration, management and mission of the Bureau.

- a. Documents which define, discuss and or establish precedent

DISPOSITION: Destroy when 7 years old.

- b. Extra copies

DISPOSITION : Destroy when 3 years old.

2. **DEPUTY DIRECTOR'S FILES** - Arranged by subject

Memoranda, telegrams, memoranda of understanding, decision papers, minutes of meetings and other documents use by the Deputy Director.

DISPOSITION: Destroy when 6 years old.

3. **PROGRAM PLANNING GUIDANCE** - Arranged by subject.

Memoranda, background materials, financial plans, guidelines, policies, plans and other documents. Documents policies, program and mission goals.

DISPOSITION: Retire to RSC when 5 years old. Destroy when 10 years old.

4. FISHERY COMMISSION FILES - Arranged by subject.

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Letters, telegrams, memoranda of understanding, reports, letters and other documents, background material, airgrams, financial documents, and other documents. Documents the historical activities policies and plans of the International Fishery Commission.

DISPOSITION: Permanent. Cutoff when 1 year old. Retire to RSC when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 10 cu. ft.

Est. annual accumulation: 1 cu. ft.

5. ADVISORY COMMITTEE FILES - Arranged by subject

Memoranda, telegrams, advisory committee reports, annual tabula reports, reference material, position papers, plans, programs, policies and documents. Documents the activities and plans of the OES Advisory Committee.

DISPOSITION: Permanent. Cutoff when 1 year old. RSC when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.