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|--|---------------------------------|--|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |                                 | <b>LEAVE BLANK (NARA use only)</b>   |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |                                 | JOB NUMBER<br><b>N1-59-93-29</b>   | DATE RECEIVED<br><b>3-8-93</b> |
| 1. FROM (Agency or establishment)<br><b>Department of State</b>                          |                                 | <b>NOTIFICATION TO AGENCY</b><br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 2. MAJOR SUBDIVISION<br><b>Coordinator for Population Affairs (OES/CP)</b>               |                                 |  |                                |
| 3. MINOR SUBDIVISION<br><b>OES/CP</b>  |                                 | DATE <i>for</i> ARCHIVIST OF THE UNITED STATES<br><b>7/14/93</b> <i>James M. Moore</i>   |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Willie Gee, Jr.</b>                          | 5. TELEPHONE<br><b>647-6023</b> |  |                                |

**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<br><b>01/28/93</b> | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Kenneth F. Rossman</i> | TITLE<br><b>Department of State, Records Officer</b> |
|-------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | See Attachment - Coordinator for Population Affairs<br>Please note changes in new records schedule for item #s 160203, 160203 c, 160204, 160208 and 160209. |                                   |                                  |

*Copies sent to Agency, NCF 7/28/93*

## COORDINATION FOR POPULATION AFFAIRS (OES/CP)

### 1. UN Fund for Population Activities (UNFPA)

#### a. General

Records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, intercountry activities, and other related documents.

DISPOSITION: Maintain in 3-year blocks. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old. (N1-59-88-36, item 3a).

#### b. International meetings and conferences

#### c. International Organizations

Documents dealing with cooperative program, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance.

DISPOSITION: Maintain in 2 year blocks. Transfer to RSC when 3 years old. Destroy when 4 years old. (N1-59-88-36, item 3c).

### 2. International Development

Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign assistance, population aid proposals, and documents reflecting the impact of family planning services on population.

DISPOSITION: Block annually. Transfer to RSC when 5 years old. Destroy when 6 years old. (N1-59-88-36, item 4).

### 3. Science and Technology File

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Documents relating to bilateral and multilateral cooperation in regards to population sciences. Includes background information, documents reflecting meetings with foreign delegations, multilateral and bilateral agreements, and other related documents.

DISPOSITION: Maintain in blocks. Transfer to RSC when 10 years old. Destroy when 15 years old. (N1-59-88-36, item 8)

### 4. History and Background of OES/CP

Correspondence, reports, memorandums, telegrams, airgrams, and other material relating to the creation, history, and organization of the population affairs function. NSC Security, strategy memorandums justifying foreign policy/assistance for population strategy for population issues.

DISPOSITION: Permanent. Cutoff every five years. Transfer to RSC when 10 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old. (N1-59-88-36, item 9)