

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-59-93-30
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	10/28/93
2. MAJOR SUBDIVISION Environment, Health, and Natural Resources (OES/E)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION OES/E		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Willie Gee, Jr.	647-6023	2-14-94	<i>Wetung</i> <i>Cindy Huskamp 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 11 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
10/22/93	<i>Kevin F. Kosman</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 GRS OR SUPERSEDED JOB CITATION	10.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 attachment - Environment, Health and Natural Resources		

Copies sent to agency, NN-W, NNT, NCF, NIA 2/22/94

Deputy Assistant Secretary for Environment, Health, and Natural Resources (OES/E)

1. Administrative Files. Correspondence, telegrams, memoranda, and other documentation relating to administrative operations of the office. Included is the documentation on travel, building and grounds and budget, information management, personnel and security.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.
(GRS 23, Item 1)

- ✓ 2. Subject Files. Arranged according to specific subject TAGS in the TAGS/Terms filing system. General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U. S interest in environmental, health, and natural resources issues.

Disposition: Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 24 cu. ft.
Est. annual accumulation: 8 cu. ft.

- ✓ 3. Organization and Agencies Files. Arranged by name of organization of agency. Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon environmental, health, and natural resources matters.

Disposition: Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives When 30 years old in 5 year blocks.

Est. volume on hand: 1/2 cu. ft.
Est. annual accumulation: 1 cu. ft.

- ✓ 4. Country Files. Arranged by name and country. In a very few cases, a file may be further dived by special topic. General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, pertaining to the formulation and development of policy on the environment, health, and natural resources as those topics relate to specific countries.

Disposition: Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 3 cu. ft.

Est. annual accumulation: 1 cu. ft.

- ✓ 5. Chronologically Files. Arranged chronologically. Memoranda, correspondence, telegrams, airgrams, reports, background materials, reports, and other materials, They provide documentation on environmental, health, and natural resources affairs.

Disposition: Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 3 years old. Transfer to WNRC immediately. Retire to National Archives when 30 years old.

Est. volume on hand: 2 cu. ft.

Est. annual accumulation: 1 cu. ft.

Office of Ecology, Environmental Protection (OES/ENV)

- ✓ 6. SUBJECT FILES - Arranged by subject. General correspondence, telegrams, airgrams, reports handwritten notes, drafts, background material, reference material, action documents and other documents. Documents U.S. policy, bilateral and multilateral decisions regarding environmental pollution, acid rain, air pollution, chemical controls, movements of hazardous waste and other issues related to environment.

Disposition: Permanent: Cutoff when 1 year old. Retire to the RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 24 cu. ft.

Est. annual accumulation: 8 cu. ft.

- ✓ 7. Country Files - Arranged by country. Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative environmental initiatives regarding air pollution, chemical controls, sewage waste management, water pollution, toxic waste and other environmental and pollution issues in a specific country.

Disposition: Cutoff when 1 year old. Retire to the RSC when 5 years old. Transfer to WNRC when immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 8 cu. ft.
Est. annual accumulation: 6 cu. ft.

- ✓ 8. Organization and Conference Files. Arranged subject. General correspondence, memoranda of conversation minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address environmental and health issues.

Disposition: Permanent. cutoff when 1 year old. Retire to Records Service Center when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.
Est. annual accumulation: 1 cu. ft.

- ✓ 9. ~~B~~ Background/Briefing Books. Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meetings agenda, delegations lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

✓ a. Master Copy

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

Est. volume on hand: 2 cu. ft.
Est. annual accumulation: 1/2 cu. ft.

b. Extra copies

Destroy when 1 year old.

Office of Ecology, Environmental Protection (OES/EHC)

- ✓ 10. ~~10~~ Subject Files. Arranged by subject. General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background material, reference material, action documents and, other material. Documents U.S. policy and decisions regarding the long term sustainability of the earth's natural resources, including tropical forests, wetlands, wildlife and biological diversity.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years in 5 year blocks.

Est. volume on hand: 70 cu. ft.
Est. annual accumulation: 10 cu. ft.

- ✓ 11. ~~11~~ Country Files. Arranged by country. Reports, general correspondence, reference material, background materials, memoranda of understanding, congressionals, action documents, letters and other material. Documents U.S. and cooperative conservation initiatives regarding earth resources, tropical forest, wildlife, wetlands and biodiversity in a specific country.

DISPOSITION: Permanent. Cutoff when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 10 cu. ft.
Est annual accumulation: $\frac{2}{3}$ cu. ft.

This section includes the World Heritage Convention (WHC), Enterprise for the Americas Institutes (EAI), World Commission on Environment and Development (WCED), U.N. Environmental Program (UNEP), Convention on Endangered Species (CITIES) and Ramstar, International Convention on wetlands. This material covers both bilateral and multilaterally initiatives.

- ✓ 12. ~~12~~ Organization and Conference Files. Arranged by organization. General correspondence, telegrams, memoranda of conversation, minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address conservation and health issues.

Disposition: Permanent. cutoff when 1 year old. Retire to Records Services Center (RSC) when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.
Est. annual accumulation: 1 cu. ft.

13. ~~13~~. Conference and Administrative Files. Arranged by organization. Correspondence, telegrams, worksheets, forms, conference material, meeting agenda and other documents pertaining to administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegations, security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.

Disposition: Destroy 3 years after conference.

14. ~~14~~. Agreement Files. Arranged chronologically. Full and partial text copies of bilateral and multilateral agreements on conservation, maintained separately from the subject files as a collection in a filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

- ✓ 15. ~~15~~. Briefing Books. Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities.

- ✓ a. Master copy

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 5 cu. ft.
Est. annual accumulation: 2 cu. ft.

- b. Extra copies

Disposition: Destroy when 1 year old.

Office of Global Change (OES/EGC)

- ✓ 16. ~~B~~ Subject Files. Arranged by subject. Telegrams, general correspondence, airgrams, reports, handwritten notes, reference material diplomatic notes, drafts, background material, action documents and other documents. Documents U.S. proposals and policies related to Global Change.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years in 5 year blocks.

Est. volume on hand: 30 cu. ft.
Est. annual accumulation: 4 cu. ft.

- ✓ 17. ~~B~~ Country Files. Arranged by country. Memorandums, reports, general correspondence, reports, reference material, background material, memorandum of understanding, action documents, drafts, congressional and other documents. Documents U.S. policy and cooperative initiatives in specific country.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years in 5 year blocks.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 2 cu. ft.

- ✓ 18. ~~B~~ Organization and Conference Files. Arrange by organization. This section includes the national and international organizations, such as OECD, the ECE, the preparatory committee for UNCED, and the General Assembly. Including the intergovernmental Panel on Climate Change (IPCC) and U.S. Man and the Biosphere (MAB) Program.

General correspondence, memoranda of conversation, minutes, background material, position papers, speeches intelligence reports, and other material Documents U.S. participation in national and international organizations which address conversation and health issues, and international and U.S. policy positions on Global change.

Disposition: Permanent. Cutoff when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.
Est. annual accumulation: 1 cu. ft.

- ✓ 19. ~~28~~ Background/Briefing Books. Books prepared for bilateral, multilateral, interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, reference material documenting U.S. policy on Global Change.

- ✓ a. Master copy

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

- b. Extra copies.

Disposition: Destroy when 1 year old.

Est. volume on hand: 20 cu. ft.
Est. annual accumulation: 2 cu. ft.

United States Man and the Biosphere Program (OES/EGC/MAB) . . .

- ✓ 20. ~~29~~ Subject Files. Arranged by subject. General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background materials, reference materials, maps, news articles, slides and other material. Documents management and policy-related research pertaining to environmental subjects.

Disposition: Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 5 years old. Transfer to 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: 1 cu. ft.

- ✓ 21. ~~21.~~ Program and Project Files. Arranged by project and by country. Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative and initiatives in specific countries

Disposition: Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 2 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 3 cu. ft.

Est annual accumulation: 1 cu. ft.

22. ~~22.~~ Agency and Organization Files. Arranged according to agency. Annual reports, general correspondence, memoranda of conversation, background material, reference material, reports, and other agency documents. Documents agency and other and organizations which are engaged in environmental research, mainly the private sector.

Disposition: Screen every 2 years and dispose of non-current material which are not needed for current operations.

23. ~~23.~~ Personnel Files. (Non-State Department Personnel). Arranged by individual's name resumes, biographic information, background information, reports, proposals and other documents. Documents individuals who wish to participate in grants and projects.

Disposition: Destroy when 5 years old.

- ✓ 24. ~~24.~~ Meeting Files. Arranged according to meetings. International coordinating council meetings, advisory committee meetings on MAB reserves, Directorate's meetings, U.S. executive committee meetings, mission statements, meeting reports, general correspondence, background material, handwritten notes, meeting location, dates of meetings and other documents. Documents the decision making process, plans, activities and policies.

Disposition: Permanent: Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu.ft

Est. annual accumulation: 1/2 cu. ft.

25. ~~25~~. Chronological Files. Arranged by month and year. Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Destroy when 1 year old.

26. ~~26~~. Biosphere Reserve Files. Arranged by name of biosphere. publications, correspondence, descriptions of activities, designation of areas within the U.S. as biosphere reserves and dedication ceremonies.

Disposition: Destroy when 20 years old.

27. ~~27~~. Country Files. Arranged by name of country. Telegrams, correspondence, reports, publications, and other material relating to MAB programs and activities in other countries.

Disposition: Destroy when 20 years old.

- ✓ 28. ~~28~~. Directorates Files. Arranged the Directorates name. Letters, memorandums, reports, memberships, financial reports, reference material, background information and other material on activities of the various directorates and the issues with which they deal. Documents activities and decisions of the Directorates.

Disposition: Permanent: Cutoff when 1 year old. 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: 1/2 cu. ft.

- ✓ 29. ~~29~~. Publications Files. Record set of all U.S. MAB publications including U.S. MAB Bulletin and periodic special publications. Arranged chronologically by date.

Disposition: Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

Est. volume on hand: 5 cu. ft.

Est. annual accumulation: 2 cu. ft.

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30. ~~30~~. Publications Request Files. Arranged chronologically by date. Letters, request from public for information, background material, memoranda, responses to public request for information, publications and other material related to MAB Program.

Disposition: Destroy when 1 year old.

GRS 23, Item 7(a)

31. ~~31~~. Environmental Research Proposal Files. Organized by grant number. Scientific reports, proposals, evaluation proposals, perspectives, peer reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

a. Successful Proposals

Disposition: Destroy 5 years after the final report is received.

b. Unsuccessful Proposals

Disposition: Destroy 1 year after decision not to fund project.333