

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 NI-59-93-32	DATE RECEIVED 6/14/93
1 FROM (Agency or establishment) U.S. Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Deputy Assistant Secretary for Oceans and Fisheries Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION OES/O		DATE 1-6-94	
4 NAME OF PERSON WITH WHOM TO CONFER Victoria A. Coffineau		ARCHIVIST OF THE UNITED STATES <i>Wendy Hushamp Petersen</i>	
5 TELEPHONE 202-647-6022			

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 13 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 6/9/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin Rossner</i>	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>RECORDS OF:</p> <p>Deputy Assistant Secretary for Oceans and Fisheries Affairs (OES/O)</p> <p>Office of Fisheries Affairs (OES/OFA)</p> <p>Office of Oceans Affairs (OES/OA)</p> <p>Division of Marine Law and Policy Affairs (OES/OA/MLP)</p> <p>Division of Marine Science & Technology (OES/OA/MST)</p> <p>Division of Polar Affairs (OES/OA/PA)</p> <p>(See Attachment)</p>		
	<i>Copies sent to agency, NI-W, NNT, NCF, NIA 1/13/94</i>		

DEPUTY ASSISTANT SECRETARY FOR OCEANS AND FISHERIES AFFAIRS (OES/O)

1. DEPUTY ASSISTANT SECRETARY'S FILES arranged by subject, by country, and chronologically

Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interests in international oceans and fisheries issues. These records are handled directly by the Deputy Assistant Secretary without being sent to an action office.

Volume on Hand: .50 cf
 Annual Accumulation: .25 cf

PERMANENT: Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

2. DAILY ACTIVITY RECORDS arranged chronologically

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of an official capacity created and maintained in hard copy or electronic form, excluding materials determined to be personal.

Volume on Hand: 1 cf
 Annual Accumulation: .25 cf

PERMANENT: Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

3. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, speeches, press releases, background papers, Congressionals, and other documentation, received or sent by the Deputy Assistant Secretary, reflecting policy formulation on nuclear non-proliferation, application of international safeguards, nuclear export and control policies, nuclear cooperative agreements, and international initiatives in energy technology matters.

Volume on Hand: 2.5 cf
 Annual Accumulation: 1 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

4. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear energy and energy technology concerns.

Volume on Hand: 1 cf
Annual Accumulation: .25 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

5. 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.

Volume on Hand: 2 cf
Annual Accumulation: .50 cf

PERMANENT: Retire to the RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

6. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

OFFICE OF FISHERIES AFFAIRS (OES/OFA)

7. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, memoranda, and other documentation pertaining to fishery conservation and management, and negotiation and implementation of international fishery agreements.

Volume on Hand: 18 cf
Annual Accumulation: 3 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

8. ORGANIZATION AND CONFERENCE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to Fishery matters.

Volume on Hand: 10 cf
Annual Accumulation: .50 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

9. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

10. NEGOTIATION and AGREEMENT FILES arranged by subject, thereunder chronologically

Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conventions on Fishery matters.

Volume on Hand: 10 cf
Annual Accumulation: .50 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

11. AGREEMENT REFERENCE FILES arranged by subject, thereunder chronologically

Full and partial text copies of bilateral and multilateral agreements on fishery matters, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

12. COMMERCIAL FISHING VESSEL CASE FILES arranged by vessel name, thereunder by case

Consist of copies of fishing license applications and permits of Department of Commerce origin, telegrams, airgrams, memoranda, background material, reference material, general correspondence, reports, and other related material supporting OES/OFA'S position on individual fishing vessel cases.

Cut off in 5 year blocks. Retire to the RSC when 5 years old. Destroy when 20 years old.

13. FISHERMAN'S GUARANTEE FUND FILES arranged by vessel name, thereunder chronologically

Insurance applications and agreements, certificates of vessel ownership, photocopies of personal/company checks, and other material required to process insurance claims on lost catch or fishing equipment or seizure of fishing vessel.

a. General History and Program Administration

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Case Files on Seized Vessels.

Destroy 5 years after case is closed.

OFFICE OF OCEANS AFFAIRS (OES/OA)

14. DIRECTOR'S FILES arranged by subject, by country, and chronologically

Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Director, reflecting the activities of the Divisions of Marine Science and Technology, Polar Affairs, and Marine Law and Policy. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Director without being sent to an action office.

Volume on Hand: 5 cf
Annual Accumulation: .50 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

15. ORGANIZATION AND CONFERENCE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to oceans affairs.

Volume on Hand: 1 cf
Annual Accumulation: .50 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

16. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

MARINE LAW AND POLICY DIVISION (OES/OA/MLP)

17. SUBJECT and COUNTRY FILES arranged by subject and country

Correspondence, telegrams, airgrams, and other documentation pertaining to the policy, development, and implementation of oceans law, as it applies to ocean resources, navigation, boundaries, and environment, and reflecting the decisions taken by OA/MLP on marine law and policy matters.

Volume on Hand: 88 cf
Annual Accumulation: 6 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

Superseded Job Citation: N1-59-87-14, items 1 and 2

18. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the oceans law and policy.

Volume on Hand: 20 cf
Annual Accumulation: 6 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

19. MARITIME BOUNDARY FILES arranged by country, by region and by subject

Bilateral and multilateral boundary negotiation documents and final agreements in which the U.S. is a participant and non-participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, letter-size map negatives, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.

Volume on Hand: 18 cf
Annual Accumulation: 1 cf

PERMANENT: Retire to the RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

20. AGREEMENT REFERENCE FILES arranged by subject, thereafter chronologically

Full and partial text copies of bilateral and multilateral agreements establishing ocean law, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

21. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law.

a. Master Copy

Volume on Hand: 4 cf
Annual Accumulation: 1 cf

PERMANENT: Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Extra Copies

Destroy when 1 year old.

MARINE SCIENCE AND TECHNOLOGY DIVISION (OES/OA/MST)

22. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, and other documentation pertaining to the coordination of activities related to marine science and technology issues, such as marine pollution, sea exploration, and special waters of the South Pacific and Caribbean, and reflecting the decisions taken by OA/MST on marine science and technology matters.

Volume on Hand: 8 cf
Annual Accumulation: 2 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

23. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the marine science and technology.

Volume on Hand: 32 cf
Annual Accumulation: 2 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

24. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

25. AGREEMENT REFERENCE FILES arranged by subject, thereunder chronologically

Full and partial text copies of bilateral and multilateral agreements on marine science and marine technology, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

26. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology.

a. Master Copy

Volume on Hand: 6 cf
Annual Accumulation: 1 cf

PERMANENT: Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Extra Copies

Destroy when 1 year old.

27. RESEARCH VESSEL CASE FILES arranged by vessel name, thereunder by case number

Correspondence, telegrams, airgrams, reports, requests for clearance and visas, navigation route plans, and other related material regarding national and international research vessel projects.

Cut off in 5 year blocks. Retire to the RSC when 5 years old. Destroy when 20 years old.

28. RESEARCH VESSEL TRACKING SYSTEM arranged by vessel name

An electronic information system designed to record research vessel data, such as vessel name and number, project dates, research equipment delivery, and other data related to research vessel activities.

Transfer data to magnetic tape periodically. Purge data from tape when 5 years old.
(GRS 23, Item 1 + GRS 16, Item 5.)

ID 1)

POLAR AFFAIRS DIVISION (OES/OA/PA)

29. SUBJECT and COUNTRY FILES arranged by subject and by country

Correspondence, telegrams, airgrams, and other documentation pertaining to Arctic and Antarctic issues, such as Arctic & Antarctic scientific research, wildlife and environmental preservation, and mineral resource exploration, and reflecting the decisions taken by OA/PA on Arctic and Antarctic matters.

Volume on Hand: 27 cf
Annual Accumulation: 6 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

30. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the Arctic and Antarctic.

Volume on Hand: 38 cf
Annual Accumulation: 6 cf

PERMANENT: Cut off when 1 year old. Retire to the RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

31. CONFERENCE ADMINISTRATIVE FILES arranged by organization, thereunder by conference date

Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Destroy 3 years after end of conference.

32. MARITIME BOUNDARY FILES arranged by country, by region and by subject

Bilateral boundary negotiation documents and final agreements in which the U.S. is a participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.

Volume on Hand: 2 cf
Annual Accumulation: .25 cf

PERMANENT: Retire to the RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

33. AGREEMENT REFERENCE FILES arranged by subject, thereunder chronologically

Full and partial text copies of bilateral and multilateral agreements on Arctic and Antarctic issues, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Destroy when no longer needed for reference purposes.

34. BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic.

a. Master Copy

Volume on Hand: 6 cf
Annual Accumulation: 2 cf

PERMANENT: Retire to the RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

b. Extra Copies

Destroy when 1 year old.