

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
Chief of Protocol

3. MINOR SUBDIVISION
Asst. Chief of Protocol for Accreditation

4. NAME OF PERSON WITH WHOM TO CONFER
Marria Braden

5. TELEPHONE
647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER *41-59-93-34*

DATE RECEIVED *6/27/94*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *8-4-94* *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 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 *6/22/94* SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth Ross* 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|--|-----------------------------------|----------------------------------|
| 1. | <p>Policy and Precedent Files. Correspondence and other documentation of the policies and procedures governing rights, privileges and immunities of foreign diplomatic and consular officers and their employees; acceptability of diplomatic and other foreign government personnel in U.S.; agreement and presentations of credentials; and specific precedent cases involving unique or particularly difficult cases developed in the execution of these policies and procedures.</p> <p>PERMANENT. Transfer to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.</p> | (NN-172-6, item 1) | |

Copies sent to agency, NN-U, NNT, NCF, NIA 8/16/94

2. **Special Protocol Services - Country File.** Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item ~~2000-1~~ (Policy & Precedent Files).

(a) Barred Re-Entry

Destroy when 30 years old.

(b) Other

Destroy 5 years after case has been resolved; but, not before officer has departed the United States on reassignment.

Superseded Job Citation - (NN-172-6, item 2)

3. **Foreign Consular Officers and Employees, Embassy, OAS Mission and Miscellaneous Foreign Government Employees - Appointment and Termination File.** DSP Form 110, Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer, DSP 111, Notification of Appointment of Foreign Government Employee, DSP 112, Notification of Appointment of Honorary Consular Officer, DSP Form 115, Notice of Termination of Diplomatic, Consular, or Foreign Government Employment, and other related documents concerning the appointment and termination of Foreign Consular Officers, employees of diplomatic and consular missions, missions to the Organization of American States and miscellaneous Foreign Government offices.

Transfer terminated files to RSC when 5 years old. Destroy 25 years after termination of appointment.

Superseded Job Citation - (NN-172-6, item 3)

4. **Foreign Diplomatic Officers - Appointment and Termination File.** DSP Form 110, Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer, DSP 115, Notice of Termination of Diplomatic, Consular, or Foreign Government Employment, and other related documents concerning the appointment and termination of Foreign Diplomatic Officers accredited by the U.S. Government at embassies, missions to the Organization of American States and as Principal Resident Representatives at the World Bank and International Monetary Fund.

Transfer terminated files to RSC when 15 years old. Destroy 30 years after termination of appointment.

Superseded Job Citation - (NN-172-6, item 4)

5. **Diplomatic Accreditation Card File.** Indicates name, country, spouse's name, date of appointment and title.

Associate with notification of appointment for Foreign Diplomatic Officers. Destroy 30 years after termination of appointment.

Superseded Job Citation - (NN-172-6, item 13)