

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
Bureau of Legislative Affairs

3. MINOR SUBDIVISION
Office of Legislative Operations

4. NAME OF PERSON WITH WHOM TO CONFER
Pat Magin

5. TELEPHONE
647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-59-93-38

DATE RECEIVED
9/27/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-2-93 Grady 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 5 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 9/10/93 SIGNATURE OF AGENCY REPRESENTATIVE Kenneth F. Rossman 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attachment		

Copies sent to agency, NCF, NNT, NIA 12/10/93

Office of Legislative Operations

A. Congressional Inquiries Unit

1. Congressional Inquiries

Routine requests from Congress for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. Information is arranged by region, country, or subject. Information is used as a reference file of current and frequently requested information.

Destroy when no longer needed.

2. White House Tours

Requests for tickets for tours of the White House.

Destroy when no longer needed.

B. Nominations

3. Nominations

Background information on nominees for Presidential appointees to positions in the State Department. Includes biographic information, resume, tracking worksheet and any other additional information regarding the nominee.

Destroy 2 years after appointment.

4. Biographic File

Biographic information on ambassadors and assistant secretaries arranged alphabetically.

Destroy when no longer needed.

C. Congressional Correspondence Unit

5. Congressional Inquiries

Copies of all incoming and outgoing Congressionals filed alphabetically by Members of Congress.

Destroy when 1 year old.

6. Weekly Correspondence Report

Weekly report sent to each bureau identifying unanswered Congressionals.

Destroy when no longer needed.

D. Legislative Reference Unit

7. Hearings/Transcripts File

Copies of hearings, transcripts, testimonies, questions and answers in which the State Department was a participant. Arranged chronologically.

Destroy when 2 years old.

8. Published Hearings

Final, published copies of Congressional hearings involving the Bureaus. Arranged by Bureau.

Destroy when no longer needed.

9. Legislation, Executive Orders and Proclamations Clearances

a. Comments and clearances submitted by bureaus on legislation. Information arranged by the bill.

(1) Submissions with comments.

Destroy after change of Administration.

(2) Submissions with no comments.

Destroy when 1 year old.

b. Copies of final Executive Orders and Proclamations from the Federal Register.

Destroy when no longer needed.

c. ~~Legislative Tracking System~~

~~Database on all submissions by the bureaus to legislation. Identifies action office, subject, legislation number, date, status of comments, clearance for OMB, etc.~~

~~Retain until no longer needed.~~

WITHDRAWN
For
separate
appraisal.

10. **Historical Records, 1945-1975**

Documentation on the origins of the Congressional relations function in the Department of State, lists of appearances by Secretaries of State Rusk, Rodgers, and Kissinger, lists of consultations by Secretaries Dulles and Herter, and a list of Department of State participation in Congressional hearings.

Permanent. Retire to RSC immediately for transfer to WNRC. Transfer to the National Archives in 2005.

11. **Congressionally Mandated Reports**

Copies of submissions by the action bureau to Congressionally mandated reports on specific programs. Includes transmittal letters, requests by Congress, and response by the bureau.

Destroy when 2 years old.

12. **Congressional Correspondence**

Copies of Bureau's response to congressional requests on legislation.

Destroy when two years old.

E. Legislative Travel Unit

13. **Travel Arrangements**

Documents on the travel arrangements made for Members of Congress to overseas posts. Information is alphabetically arranged by Codel or staffdel. Includes hotel arrangements, agenda, cables to and from posts, faxes, GTRs, authorization letter, funding authority and itinerary.

Destroy when 1 year old.

14. **Financial Records**

Copies of documents on certain financial aspects of travel. Includes refunds, reimbursements and airline coupons.

Destroy when 2 years old

15. Travel List

List identifying Codels and staffdels who have travelled and the location(s). List is updated weekly or bi-weekly.

Destroy when 1 year old.

16. Travel Advancement

Copies of travel advancement for codels and staffdels.

Destroy when 5 years old.

17. Government Travel Request (GTR)

Copy of the GTR and flight itinerary. Arranged chronologically.

Destroy when 1 year old.

18. Electronic Record of Travel

Database identifying who, where, when and why for Codel and staffdel travel.

Delete when 5 years old.

19. Historical Records

Background information on the Congressional travel program, identifying government policies and procedures, budget issues, the law, etc.

Destroy when no longer needed.

20. Chronological Files

Copies of outgoing correspondence pertaining to travel of Members of Congress.

Destroy when 1 year old.