

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
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 Front Office	
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE 647-6021

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-59-93-40</i>	
DATE RECEIVED <i>4-29-93</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>1-10-94</i>	ARCHIVIST OF THE UNITED STATES <i>Audrey Hudkamp Pettit</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 40 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 <i>4-26-93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maria Braden</i>	TITLE Department of State Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attachment		

Copies sent to AGENCY, NSX, NNW, NNT, NIA 2/2/94

Bureau of Legislative Affairs

I. Front Office/Staff Assistants

1. Correspondence File - Arranged chronologically.

Files arranged by Action, Briefing and Information memorandums signed by the Assistant Secretary for Legislative Affairs. In addition, chronological files containing information notes from H to the Secretary, outgoing congressionals signed by the principals of H and any other documents of importance to the Program.

Permanent. Retire when 2 years old to the Records Service Center (RSC). Transfer to the Federal Records Center (FRC) when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

2. Subject Files

Files maintained for the Assistant Secretary and Deputy Assistant Secretaries containing information on legislative issues involving the Department and Congress. Contains incoming and outgoing congressionals, copies of congressional reports and legislation, memorandums, and cables on substantive issues to the Department.

Permanent. Cut off at the end of incumbent's tenure and retire to the Records Service Center (RSC). Transfer to FRC when 10 years old. Transfer to NARA when 30 years old in 5 year blocks. (11-59-89-30)

3. Document Tracking Log

Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying document type, addressee, subject, date in, and comments. The tracking system is for the Information, Action and Briefing Memorandums and the chronological file maintained by the Staff assistants.

a. Paper.

Print out annually and retire with related Correspondence file.

b. Electronic.

Destroy when no longer needed.

4. Upcoming Activity Reports

Reports identifying upcoming meetings on the Hill that are of interest to the Bureau.

Destroy when 3 months old.

5. Daily Legislative Reports

Summary of issues from the Congressional meetings identified in the Upcoming Activity Reports.

Destroy when 1 year old.

6. Guest List File

Copies of guest lists for 7th floor receptions identifying invited Congressmen and Senators.

Block annually. Retain block 1 additional year then destroy..

7. In-House Memorandums

Internal memorandums to and from the subordinate offices to the Assistant Secretary conveying substantive issues, positions or information.

Permanent. Cut off at the end of the year. Retire the block of records when 1 year old to the Records Service Center. Transfer to the Federal Records Center when 5 years old. Transfer to the National Archives when 30 years old.

8. Interparliamentary Group

Dues paid by the Department of State for those Members of Congress participating in international organizations. Consists of copies of the purchase order, letters submitted by the participating congressman requesting payment of dues and a copy of the check.

Destroy when funds are obligated.

9. Staff Meeting Agenda

Notes taken for the Front Office staff meetings identifying action items to be completed by staff members. Identifies Action officer, issue, comments and action to be taken.

Destroy when 1 year old.

10. Cabinet Council Report

Weekly reports from Legislative Affairs to S/S-S summarizing Assistant Secretaries or Principals Congressional hearings, identifying the specific hearings, attendees, when and where the hearing is to take place.

Destroy when 1 month old.

11. National Security Affairs Calendar

Bi-weekly calendar of activities from NSC that is distributed to all section heads.

Destroy when 1 month old.

12. Night Notes

Submissions to the Secretary's Morning Summary of summaries of Congressional sessions that occurred at night.

Destroy when 3 months old.