

**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 European and Canadian Affairs

3. MINOR SUBDIVISION  
 see attachments

4. NAME OF PERSON WITH WHOM TO CONFER  
 Willie Gee, Jr.

5. TELEPHONE  
 647-6023

**LEAVE BLANK (NARA use only)**

JOB NUMBER *NI-59-93-43*

DATE RECEIVED *6/7/94*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *10-7-94* *Archivist*  
 ARCHIVIST OF THE UNITED STATES  
*Audrey Huskamp Peterson*

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 6 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 *06/02/94* SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Rosman* 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 GRS OR SUPERSEDED JOB CITATION	10.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 attachments		

*Copies sent to Agency NNT, NNW, NCF, NIA @ 10/20/94*

BUREAU OF EUROPEAN AND CANADIAN AFFAIRSOffice of European Affairs (EUR/EE)1. Mr. Martin H. A. Van Heuven's Files 1958-1974

Chronological and Subject Files - Arranged Chronologically and by subject. Memoranda, laws, telegrams, airgrams, treaties, news clippings, press releases, regulations, handwritten notes, briefing materials, trip reports, Diplomatic Notes, meeting delegations, receipts for cash, notes, personnel evaluations, official-informal documents, claims, biographic data, and other related documents. Documents U.S. and other participants in the Ottawa North Atlantic Treaty Organization Ministerial Meetings (NATO).

Est. volume on hand: 6 cu. ft.  
[REDACTED]

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

Office of Eastern European and Yugoslav Affairs (EUR/EEY)2. Subject Files for the Country Desk Officer for Czechoslovak-1986

Subject FILES - Arranged by subject. Telegrams, airgrams, memoranda, press releases, regulations, briefing materials, trip reports, situation reports, background materials, position papers, and documents which pertain to issues relating to Eastern European and Yugoslav Affairs.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 5 years old.

3. Records relating to the Hungarian Holy Crown (Crown of St. Stephen), 1945-1980.  
Arranged by subject. Correspondence, reports, memorandums, telegrams, airgrams, notes chits, court documents, and other material relating to how the U.S. came into possession of the crown and its return to Hungary.

DISPOSITION. PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2009.

4. Briefing Books and General Policy Files, 1987-1989.

Subject Files - Arranged by subject. Briefing memoranda, telegrams, press releases, reference material, trip reports, situation reports, background materials drafts, notes, position papers, intelligence reports, biographic data, policies, procedures, and other related material on Eastern Europe for high-level U.S. Government Officials.

Est. volume on hand: 2 cu. ft.  
[REDACTED]

DISPOSITION: Permanent. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

5. Polish and Hungarian Policy Papers/NSC Files 1981-1987.

Subject Files - Arranged by subject. Top Secret Policy papers, memoranda, reports, FBI Reports, Intelligence reports, working papers, reports on foreign espionage, telegrams, telephone transcripts, meeting reports, U.S. position papers, National Security information and other highly classified documents which pertain to U.S. Polish and Hungarian Policies.

Est. Volume on hand: 1/2 cu. ft.  
[REDACTED]

DISPOSITION: Permanent. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

6. Office of Northern Europe Affairs (EUR/NE)

Briefing Book Files 1979-1985. - Arranged by subject. Memoranda, telegrams, airgrams, meeting reports, reference materials, intelligence documents, meeting delegations, briefing materials, economic reports, military reports, committee reports, letters, and other documents on U.S. and Norwegian Bilateral Consultations. Included is a briefing book prepared for Vice President George Bush's trip to Europe.

Est volume on hand: 1 cu. ft.  
[REDACTED]

DISPOSITION: Permanent. Transfer to WNRC immediately. Transfer to the national Archives when 30 years old.

7. Top Secret Subject Files, 1958-1979. Arranged by TS control number. Memorandums, correspondence, briefing materials, reports, telegrams, memorandums of conversation, and other material relating to various sensitive matters.

DISPOSITION. PERMANENT. Transfer to WNRC immediately.  
Transfer to the National Archives in 2009.

Office of European Security and Political Affairs (EUR/RPM)

8. Negotiations at NATO Brussels on the Atlantic Alliance's Approach to ARMS CONTROL and Security Issues 1987-1989.

Subject Files - Arranged by subject alphabetically. Memoranda of conversation, telegrams, letters, airgrams, reports, negotiations, policies, plans, talking points, meeting reports, press guidance, research papers, background materials, notes, Arms Control Documents, and other materials related to North Atlantic Treaty Organization Summit Meetings (NATO).

Est. volume on hand: 2 cu. ft.  
[REDACTED]

DISPOSITION: Permanent. Transfer to the Records Service Center (OIS/RSC) when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

9. North Atlantic Treaty Organization Files (NATO) 1987

Subject Files - Arranged by subject and by country alphabetically. Briefing memoranda, telegrams, airgrams, speeches, press guidance, visits, briefing papers, political and economic trends, U.S. Representatives to NATO documents, meeting agenda, reports, schedules/logistics, letters, notes, drafts, East/West Policies, and other related documents which pertain to the North Atlantic Treaty Organization.

Est. volume on hand: 6 cu. ft.  
[REDACTED]

DISPOSITION: Permanent. Transfer to the Records Service Center (OIS/RSC) when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

Office of Regional Political-Economic Affairs (EUR/RPE)

10. Organization for Economic Cooperation and Development Files (USOECD) 1986.

Subject Files. Arranged by subject and by organization. Memoranda, telegrams, airgrams, committee meetings, mission goals and objectives, meeting schedules, economic trends, press releases, committees, technical reports, drafts, letters, statistical reports, banking reports, position papers, handwritten notes, routing slips and other related materials regarding the Organization for Economic Cooperation and Development (USOECD).

Est. volume on hand: 6 cu. ft.  
[REDACTED]

DISPOSITION: Transfer to the Records Service Center (OIS/RSC) when 5 years old. Transfer to WNRC when 7 years old. Destroy when 10 years old.

11. Organization for Economic Cooperation and Development Files (USOECD) 1989

Subject Files - Arranged by subject and by organization. Committee reports, memoranda, telegrams, airgrams, background materials, committee meetings, mission goals, and objectives meeting schedules, economic trends, press releases, committees, technical reports, briefing memoranda, letters, draft reports, statistic reports, banking reports, position papers, handwritten notes, routing slips, working group reports, and other materials related to the Organization for Economic Cooperation and Development (USOECD).

Est. volume on hand: 6 cu. ft.  
[REDACTED]

DISPOSITION: Transfer to the Records Service Center OIS/RSC) when 5 years old. Transfer to WNRC when 7 years old. Destroy when 10 years old.

Office of Regional Political-Economic Affairs (EUR/RPE)

12. East West Economic Affairs Files (EWEA) 1988.

Subject Files - Arranged by country and by subject. Memoranda, Joint Ventures, news clippings, background materials, briefing materials, business reports, reference materials, committee reports, economic research reports, letters, trade agreements, action memoranda, articles, draft reports, and other documents that relate to East West Economic Trade.

Est. volume on hand: 6 cu. ft.  
[REDACTED]

DISPOSITION: Transfer to the Records Service center (OIS/RSC) when 5 years old. Transfer to WNRC when 7 years old. Destroy when 10 years old.

OFFICE OF EUROPEAN SECURITY AND POLITICAL AFFAIRS EUR/RPM/PMP)

13. Political Director's Meeting Files 1977-1989

Subject Files - Arranged by subject and according to city where meetings were held. High-level sensitive memoranda of conversations, telegrams, airmgrams, handwritten notes, schedules, briefing materials, meeting agenda, meeting delegations, mail notes, U.S. Position papers, policies, plans, Nato Summit Minutes, Quadripartite meetings, action memoranda, political/economic situation reports, background information, itineraries, reference materials, travel plans, White House Correspondence, talking points, and other related documents which pertain to high-level discussions relating to the Soviet Union and Eastern Europe.

Est. volume on hand: 9 cu. ft.  
[REDACTED]

DISPOSITION: Permanent. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

Job No. N1-59-93-43

Item 1: Lot 74D493  
Item 2: Lot 89D408  
Item 3: Lot 85D389  
Item 4: Lot 91D65  
Item 5: Lot 89D128  
Item 6: Lot 89D499  
Item 7: Lots 84D225 and 84D226  
Item 8: Lot 90D362  
Item 9: Lot 91D229  
Item 10: Lot 89D34  
Item 11: Lot 91D27  
Item 12: Lot 91D31  
Item 13: Lot 92D425