

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 Inter-American Affairs	
3. MINOR SUBDIVISION Office of the Assistant Secretary	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Marria Braden	647-6011

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-59-943	
DATE RECEIVED 5/26/95	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 JUN 19 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 ___ 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 5/18/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 attached.		
<i>Copies sent to agency, NCF, NNT, NIA 6/27/95</i>			

OFFICE OF THE ASSISTANT SECRETARY

1. Assistant Secretary's Files

Telegrams, memorandums, speeches, press releases, background papers, congressionals, and other correspondence for the Assistant Secretary's attention/action. 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 Assistant Secretary without being sent to an action office.

a. Telegrams, congressional correspondence, diplomatic notes, other agency and channel messages, substantive correspondence, memorandums, reports, policy papers and related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.

DISPOSITION: Permanent. Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

Volume on hand: 1 cubic foot

Annual accumulation: 1-2 cubic feet

b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent.

DISPOSITION: Destroy when 3 years old.

2. Schedules of Daily Activities

~~Correspondence of the Assistant Secretary and Deputy Assistant Secretary containing non-substantive information. Documents reflect meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity. Included are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, excluding materials determined to be personal.~~

GRS23
Item
S(b)

DISPOSITION: Destroy when no longer needed.

3. Staff Assistant Files

a. Electrostatic copies of telegrams, action memorandums, briefing materials and congressionals requiring attention of the Assistant Secretary. Original copies of action memorandums are maintained by the Executive Secretariat. Documents are microfilmed by S/S and forwarded to OIS for inclusion in the Central Foreign Policy File.

DISPOSITION: Transfer to the RSC when 1 year old for transfer to WNRC. Destroy when 10 years old.

b. Internal Memorandums

DISPOSITION: Permanent. Block files by calendar year. Transfer to RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

Volume on hand: 2 cu. ft.

Annual accumulation: 2 cu. ft.

c. NODIS, EXDIS and ROGER Caption Documents.

DISPOSITION: Destroy when 60 days old and inform S/S-I for control purposes.

4. Automated Tracking System

Electronic log used to track action items and taskings. Action items remain on-line for 30 days and are then produced on hard copy and arranged by month.

DISPOSITION: Destroy or delete when no longer needed.

5. Deputy Assistant Secretary's Files

Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals.

a. Telegrams, other agency messages, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.

DISPOSITION: ^{PERMANENT} Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

Volume on hand: 2 cubic feet

Annual accumulation: 1-2 cubic feet

b. Non-substantive correspondence, memorandums and related correspondence which do not establish, discuss or define foreign policy or set precedents.

DISPOSITION: Destroy when 3 years old.

6. Briefing Books.

Briefing books used by the Assistant Secretary and the Deputy Assistant Secretaries.

DISPOSITION: Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

Volume on hand: 1 cu. ft.

Annual accumulation: 1 cu. ft.

7. Assistant Secretary's Daily Activity Report (ASDAR).

The daily report prepared for the Assistant Secretary and compiled from input by all component offices within the bureau.

DISPOSITION: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

Volume on hand: 1/2 cu. ft.

Annual accumulation: 2 cu. ft.

8. Congressional Correspondence.

Copies of congressional correspondence that are referred to ARA for preparation of a response.

DISPOSITION: Destroy when 2 years old.