

# 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 Policy Planning Coordination

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE

Marria Braden

647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-59-946*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9 1995 ARCHIVIST OF THE UNITED STATES *[Signature]*

## 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 *Kenneth Grossman*

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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*Copy sent to agency, NCF NNT, NIR 6/27/95*

## OFFICE OF POLICY PLANNING COORDINATION

### 1. Security Assistance Program Files.

Arranged by subject or name of country. Telegrams, memorandums, budget proposals, regional overviews of the budget, post reporting requirements and related correspondence relating to overall security assistance program for Latin America. Subjects include trade and economic development, human rights and democracy, law enforcement, military activities, and other related subjects. Included are files of DoD liaison officers.

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

**Volume on hand:** 2 cubic feet  
**Annual accumulation:** 2 cubic feet

### 2. Munitions Licensing Case Files.

Control export license applications for sale of munitions related items to various inter-American countries. Arranged numerically by case number. Includes a copy of the license application as well as the Department's written response of acceptance or denial of the request. Original case file maintained by the Office of Munitions Control.

**DISPOSITION:** Block files by calendar year. Destroy when 1 year old.

### 3. Operational/Deployment Exercise Program Files.

Training provided by the Department of Defense for the deployment of teams overseas in support of military programs. Files document the deployment order request for the Department's approval along with an action summary providing the purpose and background information for the deployment exercise.

**DISPOSITION:** Block files by calendar year. Retain block in office 1 year then destroy.

### 4. Military Travel Clearance Files.

Clearance requests for military officials travelling overseas. Request includes the name of the traveler along with an itinerary of proposed visit for the Department's approval.

**DISPOSITION:** Block files by calendar year. Retain block in office 1 year then destroy.

5. Foreign Military Financing Files.

Telegrams, memorandums, reports and related correspondence documenting activities for inter-American countries receiving grants for international military and educational programs.

**DISPOSITION:** Block files by calendar year. Transfer to the RSC when 3 years old. Destroy when 10 years old.

6. National and International Labor Files.

Telegrams and related correspondence encompassing national and international labor related subjects. Included are International Labor Organization (ILO), regional and U.S. labor activities in Latin America as well as labor assistance projects. Files document economic, political and social issues.

**DISPOSITION:** Block files by calendar year. Transfer to RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

7. Administration of Justice Files.

Telegrams, memoranda, reports, grant proposals and related correspondence documenting activities, and their funding, aimed at strengthening justice institutions in Latin America and the Caribbean.

**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:** 2 cu. ft.

**Annual accumulation:** 1 cu. ft.

8. Human Rights Training Files.

Telegrams, interagency memorandums, studies, course curriculum and other related material pertaining to human rights training for overseas programs.

**DISPOSITION:** Block files by calendar year. Destroy when 5 years old or 5 years after completion of a specific training program.

9. Chronological Files.

Extra copies of documents prepared in the office.

**DISPOSITION:** Destroy when 1 year old or when no longer needed.