

# 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

All Geographic Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Marria Braden

5. TELEPHONE

647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-59-94-8

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

TITLE

Department of State  
Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Copy sent to agency, NCF, NNT, NIA 6/27/95

## GEOGRAPHIC OFFICES

ARA/AND, ARA/BR, ARA/CAR, ARA/CCA,  
ARA/CEN, ARA/MEX, ARA/PAN, ARA/SC

This section includes records disposition schedule items for the Country/Subject Files maintained by each Country Desk, record categories that are common throughout the Bureau and those items that are unique to a specific program area. All other program files are identified in separate sections of this chapter.

### 1. Country/Subject Files - Country Desks.

Grouped by country, subject and/or organization and arranged according to the TAGS/Terms Filing System. Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries.

#### a. Program Files.

Records documenting the organization's program mission; i.e., they establish, define, or discuss foreign policy positions or set precedent.

**DISPOSITION:** Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 30 years old.

#### b. Special Collections.

Briefing books and files retained when the corresponding block is retired. These files represent high-profile political events. The date range of material will vary because their active use extends beyond 3 years.

**DISPOSITION:** Permanent. Transfer immediately to RSC for transfer to the WNRC when no longer of use to the office. Transfer to the National Archives when 30 years old.

**Volume on hand:** 10 cu ft.

**Annual accumulation:** 10-15 cu. ft.

#### c. All Other Files.

Records documenting administrative activities, information copies of material not relating to specific program issues, chronological files, working files and other types of documents which do not establish, define or discuss foreign policy positions or set precedent. Records of this nature are identified in Chapter 3, Records Common to Most Offices, of the Records Management Handbook. Official documentation such as telegrams, memorandums or other related handwritten or hard copy correspondence used in formulating, coordinating and implementing foreign policy are to be retained in the program files.

DISPOSITION: Destroy in accordance with applicable records disposition schedule item.

2. Briefing Books.

Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities.

a. Briefing Books for the Secretary of State.

DISPOSITION: Destroy when purpose has been served. Record copy maintained by S/S.

b. All other Briefing Books, including those prepared for the Assistant Secretary, Deputy Assistant Secretaries, and CODELS.

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:** 2 cubic feet  
**Annual accumulation:** 1 cubic feet

3. Biographic Files.

Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.

DISPOSITION: Review annually and remove file for individuals no longer of interest. Destroy news articles, newspaper clippings and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence Liaison, Biographic Division (INR-B).

4. Assistant Secretaries Daily Activities Report (ASDAR).

Reports prepared for the Assistant Secretary by each program office providing updates on various foreign policy issues.

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

**Volume on hand:** 10 cubic feet  
**Annual accumulation:** 1/4-1/2 cubic foot

5. Task Force/Working Group Files.

Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

a. 7th Floor Task Force/Working Group.

**DISPOSITION:** After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.

b. Bureau Level Task Force/Working Group.

Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

**DISPOSITION:** Permanent. Transfer to the RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.

**Volume on hand:** 2 cubic feet

**Annual accumulation:** 1-2 cubic feet

6. Democracy and Development Files - Office of Central American Affairs.

Telegrams, memorandums, briefing papers, talking points, meeting and conference material and related correspondence documenting the activities of the Partnership for Democracy and Development in Central America (PDD) which is a multilateral forum to support democratization and development in Central America. Files document activities of the organizations participating in the partnership and cover specific areas such as trade and investment and administration of justice.

**DISPOSITION:** Permanent. Block files by calendar year. Transfer to the RSC when 2 years old. Transfer to the National Archives when 30 years old.

**Volume on hand:** 4 cubic feet

**Annual accumulation:** 2 cubic feet

7. Regional Affairs Subject Files - Office of Central American Affairs.

Telegrams, memorandums, fact sheets, briefing material and related correspondence documenting activities for special assignments in the political and economic field for Central America.

**DISPOSITION:** Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.

8. Regional Narcotics Files - Office of Andean Affairs.

Telegrams, memorandums, strategic plans, executive summaries, situation reports and related correspondence documenting drug related activities in various Andean countries.

**DISPOSITION:** Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.

9. Bi-National Commission File - Office of Mexican Affairs.

Joint press statements, background papers, attendance lists, issue papers, talking points and agendas for the annual bi-national commission conference.

**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:** 6 cu. ft.

**Annual accumulation:** 2 cu. ft.

10. International Boundary Water Commission U.S. and Mexico (IBWC)-General Subject Files - Office of Mexican Affairs.

Telegrams, memoranda, letters, reports, analysis copies of treaties, background materials which document the development and implementation of the activities of the IBWC from the perspective of the Department of State. These files are accumulated by the U.S. Section's Washington Liaison Officer (Special Assistant) who is based in the Department's Office of Mexican Affairs. Arranged by subject.

**DISPOSITION:** Permanent. Block files by calendar year. Transfer to RSC when 5 years old. Transfer to National Archives when 30 years old. (N1-59-88-4, item 1)

11. U.S. Mexico Border Affairs Subject Files - Office of Mexican Affairs

Telegrams, memorandums, plans, reports, evaluations, inspections and related material which document the formulation, coordination and implementation of border related issues such as international border and bridge crossings, infrastructure improvements, human rights, and the environment.

**DISPOSITION:** Permanent. Block files by calendar year. Transfer to RSC when 5 years old. Transfer to National Archives when 30 years old.

**Volume on hand:** 6 cubic feet

**Annual accumulation:** 2 cubic feet