

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-94-15	DATE RECEIVED 7/29/94
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Public Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of the Historian			
4. NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5. TELEPHONE 647-7123	DATE 11-21-94 Cindy Shulman, Release	

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 8 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 7/25/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth R. Rosen</i>	TITLE Records Officer, Department of State
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>This is the amendment to Job N1-59-94-15 of 12/22/93.</p> <p>[REDACTED]</p> <p>SEE ATTACHED SHEETS</p>		

Copies sent to Agency, NNT, NNE, NCF, NIA @ 11/30/94

1. Foreign Relations of the United States.

This publication constitutes the official record of the foreign relations of the United States.

a. Clearance File.

Copies of: correspondence with other agencies; communications with foreign governments; declassification decisions; copies of excised documents; source text not declassified, decision memorandums; draft summaries and press releases with clearance actions; tables of contents; lists of documents in the volume, including sources and other identifying information; documents to be declassified; and other printouts from the volumes document database. Arranged by sub-series and volume.

Volume on hand: 34 boxes. Annual accumulation: 3 boxes.

DISPOSITION: Permanent. Retire to RSC 1 year after publication of the last volume in sub-series. Transfer to the National Archives immediately.

b. Master Manuscript File.

Compilations of documents comprising each Foreign Relations manuscript proposal for publication.

DISPOSITION: Destroy 1 year after publication of the last volume in the sub-series.

c. Published Volumes.

(1). Master set of volumes.

DISPOSITION: Permanent. Transfer one copy of each volume and microfiche supplements directly to the National Archives at the end of the calendar year in which published.

(2). All other copies.

DISPOSITION: Destroy when no longer needed after authorized distribution is made.

d. Document Database.

Diskettes for each volume containing information about every document in the volume, generating several printouts, including declassification action on each document in the volume.

(1) Master.

DISPOSITION: Destroy after all volumes for the presidential administration covered by the dates of the volume have been published and all declassification actions for documents in the volume have been entered electronically into the INFORM database or its successor.

(2) Copies.

DISPOSITION: Destroy when all final declassification actions for the volume have been electronically entered into the Department's INFORM database or its successor, and printout reports for the volume have been printed.

2. American Foreign Policy.

The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

a. Document File.

Resource documents collected for each publication, including copies of speeches, Congressional testimony, daily briefings, decision memorandums, declassification decisions, declassified documents, drafts, editorial notes, excised documents, information, memorandums, memorandums of conversation, notes, papers, prepared statements, press releases, remarks, reports, reviews, telegrams, and weekly presidential documents, press briefings and conferences, statements by Executive Branch agencies, and other public documents on U.S. foreign policy. Arranged by subject or document title.

DISPOSITION: Destroy 1 year after publication of corresponding volume.

b. Master Manuscript File.

Compilations of documents prepared for publication. Arranged by sub-series and volume.

DISPOSITION: Destroy 1 year after publication of individual volume.

c. Published Volumes.

(1) Master set of volumes.

DISPOSITION: Permanent. Transfer one copy of each volume and microfiche supplement directly to the National Archives at the end of the calendar year in which published.

(2) Other other copies.

DISPOSITION: Destroy when no longer needed after authorized distribution is made.

3. Principal Officers of the Department of State and U.S. Chiefs of Mission (1778 to date).

This publication covers the history of the appointment, nominations, and designations of the principal officers of the Department and U.S. chiefs of mission.

Published Editions.

a. Master editions

DISPOSITION: Permanent. Transfer one copy of each volume and microfiche supplement directly to the National Archives at the end of the calendar year in which published.

b. Other copies copies.

DISPOSITION: Destroy when no longer needed after authorized distribution is made.

4. Research Projects File.

Chronologies, documentaries, narratives requested by Secretary of State, other Department officials, and the White House on a wide range of historical subjects. Arranged by project number.

Volume on hand: 40 boxes Annual accumulation: 1 box

DISPOSITION: Permanent. Transfer to the National Archives in blocks similar to those for the Department's central files (1955-59, 1960-63, 1964-66, 1967-69, and 1970-73) at the time that the central files are transferred. Transfer later records in 5 year blocks when 30 years old.

5. Advisory <sup>Committee</sup> ~~Commission~~ on Historical Diplomatic Documentation File.

## a. Program File.

Briefing memorandums, correspondence, agendas, memorandums, memorandums of understanding, minutes, press releases, reports and other papers and documents relating to the establishment and activities, including the charter, determinations for closed meetings, inter- and intra-departmental communications involving the committee, communications between the Department and members of the committee, and written materials and reports considered and/or issues by the committee.

Volume on hand: 4 boxes. Annual accumulation: 2 boxes.

DISPOSITION: Permanent. Retire to RSC when 2 years old. Immediately transfer directly to the National Archives.

## b. Administrative File.

Documents relating to arrangements for committee meetings, biographical information on a selection of committee, members, budget, reimbursement, travel, and other administrative activities of the committee. Arranged by TAGS and Terms, thereafter by year.

DISPOSITION: Destroy when 5 years old.

6. Diplomatic and Consular Cards File.

Consular officers assignments biographic information. Arranged alphabetically by name of post.

Volume on hand: 6 boxes. Annual accumulation: None.

DISPOSITION: Permanent. Retain on Office until no longer needed then retire to RSC. Transfer immediately to the National Archives.

7. Photographic Prints - Personality File.

Photographs and biographic information of State Department officials 1900 - 1947.

Volume on hand: 6 boxes. Annual accumulation: None.

DISPOSITION: Permanent. Offer to the National Archives immediately.

8. Lantern Slides - Axis and Russian Strength

Slides of charts, maps, and other graphics relating to Axis and Russian strength up to 1942 on food, industrial production, manpower, material, and transportation.

Volume on hand: 160 slides. Annual accumulation: none.

DISPOSITION: Permanent. Offer immediately to the National Archives.

9. United Nations War Crimes Commission Records Request File

Applications, correspondence, and memorandums dealing with requests for access by U.S. citizens to United Nations War Crime Commission records and information at the United Nations' Archives. Filed by name of requester.

DISPOSITION: Destroy 5 years after request is completed.

10. Historian Program File.

Records accumulated by the office that serve as unique documentation of historical programs and functions. Documents relate to internal policies, procedures, guidelines, or other instructional material that deal with the publications Foreign Relations of the United States, the American Foreign Policy Current Documents and historical studies and a wide range of subjects such as preservation of historical records, historical inquiries, and declassification policy, and records policy. Arranged by TAGS and Terms.

Volume on hand: 44 boxes. Annual accumulation: 5 boxes.

DISPOSITION: Permanent. Cut off each year. Retire to RSC after 3 years. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

11. Administrative File.

Records accumulated by the office that relate to the internal administrative or housekeeping activities of the office. These records relate to office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. It includes copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels). Arranged by TAGS and Terms. Most of this material is covered by TAGS that start with the letter A, B, C, and O.

DISPOSITION: Destroy when 2 years old, or when no longer needed, whichever is sooner. (GRS 23-1)

12. History Reference File.

Extra copies of material accumulated by the office that serves as a unique historical research resource on U.S. foreign relations and foreign policy history, historical inquiries and studies, and preservation of historical records. Consists of articles from magazines and newspapers, documents, notes, papers, publications, and telegrams. Arranged by alphabetically by subject. Blocked by series and volume.

DISPOSITION: Destroy when no longer needed for reference purposes.

13. Declassification Policy Issues Files.

File of unique reference material relating to declassification issues. Arranged by subject.

DISPOSITION: Destroy when no longer needed.

14. Working Files.

Extra copies of documentation collected and maintained in the preparation of office publications and research projects.

DISPOSITION: Destroy 3 years after publication of related volume or completion of related research project.