

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Economic and Business Affairs	
3. MINOR SUBDIVISION Office of the Assistant Secretary	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Marria Braden	647-6011

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER	N1-59-94-19
DATE RECEIVED	1/9/95
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
4-26-95	<i>Antony</i> 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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12-30-94	John A. Cruce <i>John A. Cruce</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*Copies sent to agency, NCF, NNT, NIA 5/2/95*

## OFFICE OF THE ASSISTANT SECRETARY

### 1. Assistant Secretary's Files

Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are telegrams, memorandums, background papers, briefing materials, reports and other related correspondence.

DISPOSITION: Permanent. Transfer to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

### 2. Deputy Assistant Secretary's Files

Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are telegrams, memorandums, background papers, briefing material, reports and other related correspondence.

DISPOSITION: Permanent. Transfer to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

### 3. 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 created or maintained in hard copy [REDACTED] excluding materials determined to be personal.~~

~~DISPOSITION: Destroy when no longer needed.~~

GRS 23  
Item 5(b)

#### 4. Correspondence Files - Arranged chronologically

Copies of outgoing correspondence requiring the attention of the Assistant Secretary or Deputy Assistant Secretary that reside in action offices. Included are action and briefing memorandums, telegrams, reports and related correspondence.

DISPOSITION: Permanent. Transfer to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

#### 5. Front Office Chron Files

Copies of incoming correspondence such as telegrams, memorandums, reports and notes on which no documented action is taken.

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

#### 6. Daily Activity Reports

Reports prepared for and consolidated by the Assistant Secretary's office on key foreign policy issues or positions. Copies of consolidated reports are distributed to each action office for information.

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

#### 7. Tracking and Control Records

Logs, registers, and other records in hard copy or electronic form used to control or document the status of action items or taskers.

DISPOSITION: Destroy or delete when 6 months old or when no longer needed whichever is sooner.

#### 8. NODIS and EXDIS Captioned Documents

DISPOSITION: Destroy when 1 year old and inform S/S-IRM for control purposes.

## 9. Congressional Correspondence Files

Documents reflect Department testimonies and speeches, prepared press guidances, memos prepared for the Bureau on legislative action of interest, responses to congressional requests, legislative referral memos requesting the Department's views on pending legislation, testimonies of other agencies or bills proposed by other agencies and related correspondence.

**DISPOSITION:** Destroy when 2 years old.