

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 Economic & Business Affairs

3. MINOR SUBDIVISION
 All Bureau Offices

4. NAME OF PERSON WITH WHOM TO CONFER
 Marria Braden

5. TELEPHONE
 647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-59-94-36*

DATE RECEIVED *11/13/95*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *1-30-96* 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 3 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 *11/7/95* SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

ALL BUREAU OFFICES

1. 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. Prepared for the Secretary of State

(1) Master

DISPOSITION: Permanent. Retained by the Executive Secretariat (S/S). See item no. 270101 of the Records Management Handbook, Appendix A.

(2) Other copies

DISPOSITION: Destroy when purpose has been served.

b. Prepared for the Assistant Secretary or other high-level officials

(1) Master

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

(2) Other copies

DISPOSITION: Destroy when purpose has been served

2. 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 new 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).

3. 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 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.

4. Daily Activity Reports

Reports prepared for the Assistant Secretary by each program office providing key foreign policy issues or positions.

DISPOSITION: Transfer to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.