

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-95-012

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/17/2020

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except the ones listed below are active

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 29 is superseded by N1-059-97-027

**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 Democracy, Human Rights and Labor (DHL)**

3. MINOR SUBDIVISION  
**DHL**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Willie Gee, Jr.**

5. TELEPHONE  
**647-6023**

**LEAVE BLANK (NARA use only)**

JOB NUMBER **NI-59-95-12**

DATE RECEIVED **7/3/95**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **10-5-95** ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 9 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 **06/27/94** SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Rosman* 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 GRS OR SUPERSEDED JOB CITATION	10.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 attachment		

06/27/95

## BUREAU OF DEMOCRACY, HUMAN RIGHTS, AND LABOR (DRL)

The records in this chapter cover information on Bureau of Democracy, Human Rights, and Labor.

### Assistant Secretary's Files.

1. Subject Files. Arranged by subject. Memorandum of understanding, general correspondence, telegrams, airgrams, Congressionals, position papers, reports, reference materials, handwritten notes, letters, policy papers, decisions and other documentation on discussions, positions and policies related to Human Rights issues.

**DISPOSITION:** Permanent: Cutoff at the end of the incumbent's tenure. Retire to the Records Service Center (RSC) for transfer to WNRC. Transfer to the National Archives when 30 years old.

Est. volume on hand: 1 cu. ft.

Est. annual accumulation: 1/2 cu. ft.

2. Chronological Files. Arranged chronologically. Incoming and outgoing correspondence, telegrams, airgrams, reports, memoranda, background notes, position papers, policies and other documentation acted on or signed by the Assistant Secretary.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to Records Service Center when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

Est. volume on hand: 1 cu ft.

Est. annual accumulation: 2 cu. ft.

### Deputy Assistant Secretary's Files.

3. Subject Files. Arranged by subject. Memoranda of understanding, letters, telegrams, airgrams, briefing notes, position papers, press releases and other documentation. Documents U.S. and international positions on Human Rights issues.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to Records Service Center when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

4. Chronological Files. Arranged chronologically. Incoming and outgoing general correspondence, telegrams, airgrams, memorandum of understanding, reports, position papers, policies and other documentation related to Human Rights issues.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

Est. volume on hand: 1 cu. ft.  
Est annual accumulation: 1 cu. ft.

Senior Advisor Files.

5. Subject Files. Arranged by subject. Memorandum of understanding, general correspondence, position papers, telegrams, advisory opinions, reports, policy papers and other documents used to advise the Assistant Secretary and his staff on Human Rights.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 1 year old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

6. Chronological Files. Arranged chronologically. Correspondence, telegrams, reports, background materials, position papers, memoranda and other related documents which pertain to human rights.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to the National Archives in 5 year blocks.

Staff Assistant

7. Daily Reports. Arranged chronologically. Memoranda from the DRL Staff which pertain to policies regarding human rights.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

8. Weekly Activities Reports. Arranged chronologically. Reports on activities of the Bureau of DRL. These are reports from the Assistant Secretary to the Under Secretary in G.

**DISPOSITION:** Permanent. Cutoff when 1 years old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

9. Briefing Books (welcome home). Consist of a welcome home memorandum regarding regarding issues that affect DRL.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

Office of Americas, Africa and Asia (DRL/AAA)

10. Subject Files. Arranged by subject. Memoranda, telegrams, reports, action memoranda, handwritten notes background materials Congressional correspondence and testimony and other documentation pertaining to bilateral affairs with respect to human rights in Asia, Africa and the Americas.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to the National Archives when 30 years old in 5 year blocks.

11. Country Files. Arranged chronologically. Memoranda, telegrams, Correspondence, reports, background material and other documentation pertaining to human rights and humanitarian affairs in individual countries.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Record Service Center (RSC) when 3 years old for transfer to the National Archives when 30 years old in 5 year blocks

Office of NIS, Europe, Mideast and South Asia (DRL/NEMS)

12. Subject Files. Arranged by subject. Correspondence, telegrams memoranda, reports, action memoranda, handwritten notes, background materials, Congressional correspondence and testimony and other documentation pertaining to human rights and humanitarian affairs.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

13. Country Files. Arranged by country. Correspondence, memoranda, reports, action memoranda, reports, handwritten notes, background materials, Congressional correspondence and testimony and other documentation regarding bilateral affairs with respect to human rights in Europe, Mideast and South Asia.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

Office of Multilateral Affairs (DRL/MLA)

14. Subject Files. Arranged by TAGS and by subject. Correspondence, telegrams, reports, action memoranda, handwritten notes, background materials, Congressional correspondence and testimony and other documentation pertaining to human rights and humanitarian affairs. Included are the Inter-Agency Group on Human Rights (Christopher Group).

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks. NC1-59-82-6).

15. Country Files. Arranged by country. Correspondence, telegrams, reports, memoranda, and other documentation pertaining to human rights and humanitarian affairs in individual countries.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 year old. Transfer to the National Archives when 30 years old in 5 year blocks.

16. Organization. Arranged by organization. Correspondence, telegrams, meeting delegations, meeting reports, meeting plans, International organizations such as Council of Europe, ICRC, CSCE, UN and OAS.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

Volume on hand: 2 cu. ft.

Annual accumulation: 1/2 cu. ft.

Office of International Labor Affairs (DRL/IL)

17. Subject Files. Arranged by subject according to TAGS. General Correspondence, memorandum of understanding, reports, telegrams, airgrams, briefing notes, position papers, letters, background materials, policies, statistics, and other documentation which pertain to international labor issues.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

18. Country Files. Arranged by country. Correspondence, telegrams, reports, statistics, memoranda, background materials, handwritten materials and other documentation related to labor issues in a particular country.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

19. Workers Rights Files. Arranged by subject. Correspondence, telegrams, airgrams, reports, labor organizations, briefing reports, labor statistics and other documentation that pertain to International Labor Unions and labor issues.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

20. Human Rights Files. Arranged by subject. Correspondence, telegrams, reports, statistics, memoranda, background materials, labor rights, violations and other documentation which pertains to human rights.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

21. General System of Preferences. Correspondence, telegrams, reports, background materials, memoranda, briefing reports, e-mail, fax, labor reports and other related documents which relates to labor issues in a specific country.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

22. Chronological Files. Arranged by subject according to TAGS. Correspondence, memorandum of understanding, telegrams, airgrams, reports, statistics, labor documents, worker rights, labor unions, background documents, and documentation pertaining to the activities of the International Labor Affairs office.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 1 cu. ft.  
Est. annual accumulation: 2 cu. ft.

23. Labor Attache Files. Arranged by subject. Telegrams, airgrams, memorandum of understanding, trends, studies, reports, biographic data, background materials, labor unions and other related materials. Documents the activities, duties and functions of the labor attaches.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

Est. volume on hand: 2 cu. ft.  
Est. annual accumulation: 1 cu. ft.

#### Office of Democracy

24. Subject Files. Arranged by subject. Correspondence, reports, memoranda telegrams, position papers, briefing notes, summaries, Non Governmental Organizations (NGOs), letters, background materials and other documentation on U.S and international positions related to democracy and related issues.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

25. Country Files. Arranged alphabetically by country. Correspondence, telegrams, reports, memoranda, briefing memoranda, press clippings, press releases and other documentation that relate to specific countries.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.



Office of External Affairs (DRL/EA)

26. Subject Files. Arranged by subject. Memoranda, news clippings, NGO reports, background materials, reports, letters, Congressional Hearings, copies of legislation and other documentation used to determine policy decisions regarding human rights.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

27. Country Files (specific). Arranged alphabetically by country. Memoranda, letters, material on indigenous people, human rights, Congressional Hearings, letters, legislation and other documents on human rights which relate to a specific country.

**DISPOSITION:** Permanent. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

28. Speeches. Records set of speeches for the Assistant Secretary and Deputy Assistant Secretaries. Remarks are made before all types of organizations.

**DISPOSITION:** Permanent. Cutoff at the end on incumbent's tenure. Retire to the Records Service Center (RSC) immediately for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

The Office of Asylum Affairs (DRL/ASY)

29. Asylum Applications. (Paper) Copies of individual asylum applications and related documents which are used to prepare nonbinding advisory opinions for INS.

**DISPOSITION:** Destroy when 2 years old. Do not retire. (NC1-59-85-3).

30. Electronic Applications Files. Basic information regarding asylum applications, such as name, date of birth, country of origin, and office that provided material to INS.

**DISPOSITION:** Destroy. Cutoff when 1 year old. Delete when 2 years old. (The history file is maintained by INS).

31. Country Conditions Profiles. Reports are prepared by DRL/ASY for use by the Executive Office of Asylum Review and the INS in assessing asylum claims. They are the Departments's formal comments to the Department of Justice on asylum.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

32. Historical Files. Asylum applications and subject files that have been set aside as a "Historical File" because of their sensitivity, notoriety, importance, or precedent-setting nature. The files consist of telegrams, correspondence, asylum applications, biographic information, memorandums, reports, clippings, and other material.

**DISPOSITION:** Permanent. Cutoff when 1 year old. Retire to the Records Service Center when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

33. Country Reports Team. Arranged by country. Telegrams, airgrams, reports, background material, memoranda, congressionals and other related material on human rights conditions in foreign countries. As required by congress in accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act.

**DISPOSITION:** Destroy when 1 year old.

34. Country Reports on Human Rights Practices. Produced annually. The country reports on human rights practices are prepared by the Department of State in accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act of 1961, as amended. They also fulfill the legislative requirements of section 505 (c) of the Trade Act of 1974, as amended. The report cover the human rights practices of all nations that are members of the United Nations and a few that are not. They are printed to assist Members of Congress in the consideration of legislation, particularly foreign assistance legislation.

**DISPOSITION:** Retain two copies of the final report in the office. Destroy when 5 years old.