

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-59-95-16
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	5/16/95
2. MAJOR SUBDIVISION Bureau of South Asian Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION AS, INS, PAB AND RA		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Audree Holton	202/647-7462		WITHDRAWN

**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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
07/22/94	<i>Kenneth L. Rossman</i>	Chief, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	(SEE ATTACHED)		

BUREAU OF SOUTH ASIAN AFFAIRS  
OFFICE OF THE ASSISTANT SECRETARY

1. Assistant Secretary's Files

a. Subject Files

Policy and decision papers, testimonies, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books and correspondence arranged by subject.

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

Est. volume on hand:

Est. annual accumulation:

b. Calendar -- Appointment Book

1. Listing of appointments and meetings. No substantive information recorded.

Destroy when no longer needed.

2. Listings of appointments and meetings. Substantive information recorded.

Retire with subject files for the appropriate year.

2. Staff Assistants' Files

a. Subject File

Arranged by subject. Copies of White House readings, reports, inspections reports, studies, briefing material, Special Captions documents, and other documentation needing to be retained for operational purposes.

Block by year. Destroy when 2 years old.

3. NODIS, EXDIS and Roger Channel Messages

Destroy when no longer needed and inform S/S. Do not retire.

4. Trip Files

Return to appropriate Desk Office when 6 months old for inclusion in the official file.

**INDIA, NEPAL, SRI LANKA (INS)****1. Subject or Program Files**

Information set up by TAGS/Terms, countries, subjects, and organizations documenting the office's guidance and instruction on policy developments and issues regarding economic, political, military, consular, foreign relations, narcotics, social and cultural affairs and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

Permanent. Block files by year. Retire to the Records Service Center (RSC) when three years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old in 5 year blocks.

**2. Historical Documents**

Unique collections of records on key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, news clippings, memorandums and other material.

Permanent. Block files annually. Retire when 10 years old to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**3. Biographic Files**

Telegrams, newspaper articles, intelligence reports, etc. containing background information on political figures, foreign ministry officials, military leaders, etc.

Retain in the office. Screen and destroy when no longer needed.

**4. Chronological Files**

Copies of outgoing cables and correspondence used strictly for convenience.

Destroy when one year old or when no longer needed, whichever is sooner.

**5. Red Borders**

Office responses to incoming White House correspondence.

Block files annually. Destroy when 3 years old.

## 6. Administrative Files

Memorandums, telegrams, notices, staffing, procurement, training, travel, time and attendance, supplies, requests, for information, etc.

DO NOT RETIRE. Destroy when 2 years old, or when no longer needed, which ever is sooner.

## 7. Briefing Books

Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

### a. Master set.

Permanent. Retire when 5 years old or sooner to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.

### b. Duplicate set.

Destroy when 1 year old or when no longer needed.

## 8. Reference Material

Background material, newspapers, magazine, catalogs, manuals, reports and other material used for projects, research, surveys, etc; used solely as reference materials.

Destroy when updated or no longer needed.

## PAKISTAN, AFGHANISTAN AND BANGLADESH (PAB)

Correspondence, letters, reports, telegrams, memorandums *and other documents concerning U.S. relations with and conditions in* Pakistan, Afghanistan and Bangladesh *that include issues such as:* foreign investments, foreign economic assistance, agriculture and forestry; arms controls and disarmament, external political relations, refugees; assistance to citizens, visas; narcotics, environmental and cultural affairs.

### 1. Subject or Program Files

Information set up by TAGS/Terms, countries, subjects, and organizations documenting the office's guidance and instructions on policy developments or issues regarding regional security, nuclear and missile nonproliferation and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc..

Permanent. Block files by year. Retire to the Records Service Center (RSC) when three years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old in 5 year blocks.

### 2. Historical Documents

Unique collections of records on key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, clippings, memorandums and other material.

Permanent. Block files annually. Retire when 10 years to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.

### 3. Chronological Files

Copies of outgoing cables and correspondence used strictly for convenience.

Destroy when one year old or when no longer needed, whichever is sooner.

### 4. Biographic Files

Telegrams, newspaper articles, intelligence reports, etc. containing background information on political figures, foreign ministry officials and military leaders.

Retain in the office. Screen and destroy when no longer needed.

## 5. Briefing Books

Briefing books, generated for working group meetings, committees, transition teams, planning groups, etc.

### a. Master set.

Permanent. Retire when 5 years old or sooner to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.

### b. Duplicate set.

Destroy when 1 year old or when no longer needed.

## 6. Administrative Files

Memorandums, telegrams, notices, staffing, procurement, training, travel, time and attendance, supplies, requests for information, etc.

Destroy when 2 years old, or when no longer needed, whichever is sooner.

## REGIONAL AFFAIRS (RA)

Regional Affairs, established in 1992, has special responsibility for nuclear and missile nonproliferation and regional security issues. Additional issues include, but are not limited to: terrorism, narcotics, refugee, human rights, congressional and press relations.

### 1. Subject or Program Files

Information set up by TAGS/Terms, country, subject, and organization documenting the office's guidance and instruction on policy developments or issues regarding regional security, nuclear and missile nonproliferation and general issues. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

Permanent. Block files by year. Retire to the Records Service Center(RSC) when two years old for transfer to the WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.

### 2. Press/Media Reports

Cables from countries where the Assistant Secretary, as well as others in the bureau who were quoted, questions and answers, press briefings.

Destroy when no longer needed or when 2 years old.

### 3. Chronological Files

Copies of outgoing cables and correspondence used strictly for convenience.

Destroy when one year old or when no longer needed, whichever is sooner.

### 4. Biographic Files

Telegrams, newspaper articles, intelligence reports, etc, containing background information on political figures, foreign ministry officials and military leaders.

Retain in the office. Screen and destroy when no longer needed.

### 5. Export Logs and Foreign Policy Logs.

Application/License for Temporary Export of Unclassified Defense Articles. Case files maintained in notebooks by Control Number seeking clearance to ship articles to SA posts.

a. Destroy paper copies when six months old.

- b. Destroy log maintained on the computer system when no longer needed.

#### 6. Intern Applications

Applications for overseas internship by college students received from FSI. Maintained in selected and nonselected files.

- a. Destroy selected files upon completion of internship---approximately 10 weeks.
- b. Nonselected applications are returned to Intern Office at FSI when no longer needed.

#### 7. Policy Review Documents

Copies of policy and procedures generated by SA/Regional Affairs and maintained for reference use. The original documents are retired with the program subject files.

Destroy copies when superseded or no longer in effect.

#### 8. Administrative Files

Memorandums, telegrams, notices, staffing, procurement, training, travel, time and attendance, supplies, requests, for information, etc.

Destroy when 2 years old, or when no longer needed, which ever is sooner.