

**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 Near Eastern Affairs (NEA)

3. MINOR SUBDIVISION  
Assistant Secretary and Front Office

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
Pat Magin 647-6021

**LEAVE BLANK (NARA use only)**

JOB NUMBER N1-59-95-17

DATE RECEIVED 5/16/95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES  
3-27-96 John W. Paul

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 2 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 8/17/94 SIGNATURE OF AGENCY REPRESENTATIVE Kenneth F. Rossman TITLE Kenneth F. Rossman 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 GRS OR SUPERSEDED JOB CITATION	10.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		

**I. Assistant Secretary and Front Office Records**

**1. Assistant Secretary's Files**

Incoming and outgoing correspondence for the Assistant Secretary arranged by desk, by subject and monthly. Consists of memorandums, talking points, policy papers, position papers, background points, other agencies correspondence, etc.

Permanent. Retire when 1 year old to the RSC for transfer to WNRC. Transfer to NARA when 30 years old.

**2. EXDIS/NODIS Cables**

Copies of outgoing and incoming special caption cables.

Destroy when 2 years old or when no longer needed.

**3. Briefing Books**

Briefing materials for appearances on the Hill, high-level officials' travel to overseas posts, or meetings with foreign officials.

Permanent. Retire when 2 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

**4. Tracking System**

Electronic tracking for all outgoing communications generated by the Bureau. Identifies originator, addressee, type of document, classification, subject, date received, date signed, etc.

Delete 4 months after completion of action item.