

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
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	
3. MINOR SUBDIVISION Office of Executive Director	
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE 647-6021

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-59-95-18	
DATE RECEIVED 5/16/96	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 5-2-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 4/10/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Cruce</i>	TITLE John Cruce Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment		

Records Disposition Schedules for Executive Office

A. Executive Director

1. National Security Decision Directive (NSDD 38)

NSDD 38 is the authority for staffing the Diplomatic Missions and constituent posts. Information is arranged by NEA countries and contains background information and Department's approval on the increase or decrease of positions at posts. Consists of telegrams, memorandums, congressionals, directives, etc.

Retain until no longer needed.

B. Post Management Office (PMO)

2. Country Files

Information arranged by countries and subjects on administrative issues and activities exchanged with the posts. Concerns budget, personnel, buildings, travel, etc. Consists of cables, memorandums, e-mail, etc.

Arrange files annually. Retire when 2 years old to the Records Service Center (RSC) and destroy when 5 years old.

3. Subject Files

General information on administrative issues applicable to all posts, i.e. Department's guidance on administration matters. Information is retained both in a central file maintained by the secretary and some officers maintain separate file.

Review files annually, destroy obsolete or superseded information.

4. Historical Files

Information maintained on countries where diplomatic relations were interrupted, emergency evacuations, or political unrest that impacted US relations with the country.

The information contained in these files are on administrative issues surrounding the event, i.e. emergency evacuation, closing of post, reopening of post, etc. Contains cables, memorandums, reports, e-mail, etc.

Retire one year after US relations with the country has resumed. Destroy when 10 years old.

5. **Mission Program Plans**

Annual submissions by the posts identifying goals and objectives for the post on administrative issues. Consists of cables, reports and follow-up information by the PMO.

Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

C. Budget Section

6. **FAAS Files**

Reimbursement from other agencies for their operating expenses at posts. Includes cables, memos, e-mail, printouts, etc.

Block information by fiscal year. Destroy 3 years after period covered by account. (Final paperwork on transfer of funds is submitted to FMP for processing.)

7. **Posts Budget Files**

Subject files arranged by posts covering budget operations, issues, and projects at posts. Contains cables, e-mail, reports, etc.

Block information by year. Destroy when 2 years old.

D. Domestic Services

8. **Transportation Documents ***

Issuing office copies of Government transportation vouchers, requests, travel authorizations, and supporting documents.

Destroy when 3 years old.

* (Requesting an exception to GRS 9, item 1c. The official, record copy is maintained by the Bureau of Finance and Management Policy (FMP) which maintains travel files for all employees for 6 years after the period of the account. The Executive Office issues the travel authorizations but all travel documents are submitted to FMP.)