

**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  
 All Geographic Offices

4. NAME OF PERSON WITH WHOM TO CONFER  
 Pat Magin

5. TELEPHONE  
 647-6021

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 N1-59-95-20

DATE RECEIVED  
 5/2/96

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 5-16-96

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 5 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  
 4-30-96

SIGNATURE OF AGENCY REPRESENTATIVE  
*John A. Cruce*

TITLE  
 John A. Cruce  
 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 GRS OR SUPERSEDED JOB CITATION	10.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. Regional Offices**

### **1. Program Files**

Information arranged by subjects, countries or organizations documenting offices' guidance and instructions on policy developments or issues to the overseas posts on political, military, economic, and general issues. Includes cables, memorandums, reports, newspaper articles, general correspondence, questions and answers, E-mail messages, etc.

**DISPOSITION:** Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations for transfer to WNRC. Destroy when 25 years old. This disposition may be applied to records with terminal dates pre-dating 1990 only after NARA review.

### **2. Historical Files (Permanent Files)**

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

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

### **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, minutes of meetings, E-mail 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 basis is received by S/S-IRM/SRD, destroy 1 year after termination of the Task Force. S/S-IRM 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 years after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 years old.

4. Biographic Files

Background information on political figures, foreign ministry officials and military leaders. Includes telegrams, newspaper articles, memorandums, reports from other agencies and post reporting.

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

5. Red Borders

Office responses to incoming White House correspondence. Arranged chronologically.

**DISPOSITION:** Block files annually. Destroy when 3 years old.

6. Chronological Files

Copies of all in-house generated correspondence, memorandums, and reports arranged chronologically. The official record is located in the Program Files.

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

7. Briefing Books

Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. on Middle Eastern issues.

a. Master set.

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

b. Duplicate set.

**DISPOSITION:** Destroy when 1 years old or when no longer needed.

8. Daily Activity Reports

Summary of activities and issues conducted daily by the offices that are submitted to the Front Office.

DISPOSITION: Destroy when 5 years old. (Bureau-wide DAR maintained by Front Office is designated as permanent.)

9. Working Files

Files maintained by each officer which contain duplicate copies of documents that are located in the official program files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no central office files, the disposition of the officers' working files is the same as the Program Files of the Office, see item 1.)

DISPOSITION: Periodically review and screen out when no longer needed. Each officer is responsible for ensuring that the office program files are complete and that all essential documents are filed.

II. Office of Peace Process and Regional Affairs

10. Program Files

Cables, memorandums, memorandums of conversation, reports, clippings, general correspondence, questions and answers, E-mail messages and other material relating to peace process and regional issues. In addition to general files, there are files on military matters, economic matters, and Peace Process matters.

DISPOSITION: Permanent. Block files annually. Retire to the RSC when 3-5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

11. Multinational Force and Observers (MFO) Files

Telegrams, reports, memorandums, correspondence, clippings, background and briefing materials, publications, diplomatic notes, and other material relating to the operations and activities of the MFO and U.S. involvement with that organization.

DISPOSITION: Permanent. Block files annually. Retire to the RSC when 3-5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

12. Congressional Correspondence

Copies of incoming Congressional letters and NEA-prepared responses.

DISPOSITION: Destroy when 3 years old.

13. Munitions Control Cases

Requests for NEA's comment on munitions control cases.

DISPOSITION: Destroy when 5 years old.

14. National Disclosure Policy Committee (NDPC) Files

NEA's comments on the work of the National Disclosure Policy Committee.

DISPOSITION: Destroy when 5 years old.