

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-97-5
		DATE RECEIVED	11/21/96
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5 TELEPHONE 647-6021	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 12 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 10/25/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>The following disposition authorities apply to documents created on or after January 1, 1993.</p> <p>Official Archival System (OASYS)</p> <p>Digitally stored text of official telegrams between the Department of State and overseas posts and written documents such as general correspondence, congressionals, memoranda, including operations memoranda and memoranda of conversation; diplomatic notes; and INR reports.</p> <p>The administration field covers all aspects of administration of the Department of State, Foreign Service posts, and international organizations.</p>		

1. AADP - AUTOMATED DATA PROCESSING

All automated data processing activities, including the installation, ordering and site preparation of data processing equipment, and the coordination of feasibility studies, proposed computer applications and/or changes to enhance existing programs.

Specific Subject Terms often used with this TAG: Application, Automation, CD-ROM Drives, CIHS, Computer, Computer Security, Contractor, Counter-intelligence, Data Destruction, Data Processing Equipment, Documentation, Environmental Control, Evaluation, Hardware, Installation, Maintenance, Networking, OCR, Office Automation Security, Power Conditioning, Purchase Order, Redundancy, Security, Software, Spare Parts, Staffing, Survey, System Analysis, System Security, System Security Standards, Systems Security Training, Telecommunication, Tempest, Vendor Furnished Data

DISPOSITION: Destroy when 10 years old.

2. ABLD - BUILDING AND GROUNDS

The acquisition, management, and operation of U.S. owned or leased facilities and sites both domestic and foreign.

Specific Subject Terms often used with this TAG: Acquisition, AIEP, Allotment, Antenna, Antiques, Appraisals, Architecture, Asbestos, Audit, Bid, Bid Results, Breathing Device, Building, Building Design, Building Management, Carpet, Chancellery, Construction Management, Construction Security, Consulate, Contract Amendment, Contract Award, Contract Renewal, Contract Termination, Contractor, Core Area, DCR, Deed, Descent Device, Electrical System, Elevator, Embassy, EMR, Energy Conservation, EURMAC, Fire Alarm, Fire Detection System, Fire Prevention, Fire Safety, Furnishings, Generator, Geotechnical, Gift, Hazardous Material, Housing, HVAC, Improvement, Inventory, Lease, Legation, Maintenance, Mechanical System, NOB, Parking, PCC, Post Opening, Property Exchange, Property Sales, Public Access Control, Real Property, Reciprocity, REMS, Renovation, Safety & Health Designee, Safety Program, Security Enhancement, Seismology, SHEMC, Shielded Enclosure, Site, Space Management, Survey, WASHMAC, Water Analysis

DISPOSITION: Destroy when 10 years old.

3. ABUD - BUDGET SERVICES AND FINANCIAL SYSTEMS

Use for budget planning and presentations, allotments, foreign currency management, exchange rate policy, reimbursements, appropriations and administrative support for policies and procedures relating to financial systems.

Specific Subject Terms often used with this TAG: Allowance, Appropriation, Budget, Commitment, Congressional Presentation, Defense, Exchange Rate, FAAS, Field Budget Estimates, Financial Plan, Foreign Currency, Fund Allotment, Local Currency, OMB Presentation, Post Opening, Reimbursement, Schedule Reporting, Security Supplemental

DISPOSITION: Destroy when 10 years old.

4. ACOA - COMMUNICATION OPERATIONS AND ADMINISTRATION

The installation and operation of domestic and foreign service post communication lines and facilities and the management of COMSEC material.

Specific Subject Terms often used with this TAG: Afrecone, AMADS, ATSE, ATSERP, CANDO, CIFS, Communication Center, COMSEC, Crypto, DOSTN, Installation, Minimize, OCR, PCC, Postage Meter System, Product Certification, ROC, Secure Voice, Security Clearance, Skylink, Soundsoak, Telecommunication, Telegram Format, Telex, Tempest, TERP

**DISPOSITION: Destroy when 3 years old.
(GRS 12, item 2b)**

5. ADCO - DIPLOMATIC COURIER OPERATIONS

The safe hand delivery of classified or sensitive material under diplomatic seal and in the custody of a diplomatic courier.

Specific Subject Terms often used with this TAG: Authorization, Carrier, Defense Courier Service, Hotel, Nonpro, Pouch, Route, Routing, Schedule, Shipment, Tracing, Transportation, Vehicle, Visa

**DISPOSITION: Destroy when 2 years old
(II-NN-3607, item 4)**

6. ADPM - DIPLOMATIC POUCH AND MAIL

Management and operation of the Department's diplomatic pouch and mail system.

Specific Subject Terms often used with this TAG: APO, Defense Courier Service, Documentation, FPO, Meters, Postage, Restriction, Route, Routing, Schedule, Scheduling, Shipment, Tracing

**DISPOSITION: Destroy when 2 years old
(GRS 12, item 6g)**

7. AEMR - EMERGENCY PLANNING AND EVACUATION

Measures and actions implemented to protect U.S. personnel, citizens, property and information, especially related to crisis situations.

Specific Subject Terms often used with this TAG: Citizen Protection, Contingency Plan, EAP, Emergency Evacuation, Property Protection, Records Destruction, Rescue, Safehaven

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

8. AFIN - FINANCIAL MANAGEMENT

The fiscal operations of the Department, Foreign Service posts, and other federal agencies.

Specific Subject Terms often used with this TAG: Accounting, Allowance, Annuity Check, Antideficiency, Appropriation, Audit, Authentication, Bank Account, Bonding, CAPPS, Cash, Cash Management, Cashier, Central Claim, Commercial Claim, Compensation, Debt Collection, Deficit, Disallowances, Disbursement, Employee Claim, ESF, Exchange Rate, FAAS, Financial Management System, Fiscal, Fiscal Irregularities, Foreign Currency, Fund Allotment, Funding, GBL, General

Lecturer, GTR, Home Leave, Leave, Liquidation, Local Currency, Nonreceipt, Over Obligation, Pay Advance, Pay Record, Payment, Payroll, Payroll Deduction, PCS, Per Diem, Personal Property, Personal Travel, Post MGT, Premium Pay, Prompt Payment, Reimbursement, Relocation, Reprogramming, Retirement, Security Enhancement, Taxes, TDY, Time & Attendance, Transportation Request, Travel Advance, Travelers Checks, Treasury Check, Vendor, Vouchers, Vulnerability Assessment, Wages, Working Capital Fund

DISPOSITION: Destroy when 10 years old.

9. AFSI - FOREIGN SERVICE INSTITUTE

The administration of training programs in support of Department and Foreign Service personnel.

Specific Subject Terms often used with this TAG: Clerical Training, Educational Material, Employee Training, Language Training, Officer Training, Post Language Program

DISPOSITION: Destroy when 3 years old.
(NN-173-84)

10. AFSN - FOREIGN SERVICE NATIONAL PERSONNEL

The administration and support of the interagency Foreign Service National (FSN) personnel system.

Specific Subject Terms often used with this TAG: Benefit Plan, Classification, Consultation, CSR, Death, Devaluation, Discipline, Dollar Payment, Employee Association, Employee Benefit, FSN, Grade Retention, Grievance, Imprisonment, Inflation, Injury, Insurance, Labor Law, Leave, Local Government Decree, Performance Evaluation, Personnel Action, Personnel Appointment, Personnel Conduct, Personnel Promotion, Personnel Resignation, Personnel Separation, Position Classification, Position Classification Appeal, Position Description, PSC, QPR, Retirement, RIF, Salary Change Survey, Severance Pay, Social Security, Spot Check, TCN, Wage Team, Workmen Compensation, Workweek

DISPOSITION: Destroy when 10 years old.

11. AGAO - GENERAL ACCOUNTING OFFICE

All matters related to the U.S. General Accounting Office (GAO) activities.

Specific Subject Terms often used with this TAG: Audit, Evaluation, Review, Survey

DISPOSITION: Destroy when 6 years, 3 months old.
(GRS 6, item 1).

12. AINF - INFORMATION MANAGEMENT SERVICES

The management of documents, publications and regulations; including the creation, organization, format, acquisition, disposition, and use of information and records. Also includes the administration of post reporting program and electronic documents.

Specific Subject Terms often used with this TAG: Archives, Authentication, Automation, Binders, CD-ROM Disks, Classification, Declassification, Directives, Document Clearance, Document Format, Documentation, Electronic Recordkeeping, FAH, FAIS, FAM, FAMC, File System, FIRMR, FIT Plan, FOI, Forms, FRUS, Infoexpress, Infoform, Information Access, Information Assets, Information Security, IRM, Laser Optics, Library, Micrographics, Personal Papers, Post Reporting Plan, Printing, Privacy Act, Public Disclosure, Publication, Publication Procurement, Records, Records Destruction, Records Disposition, Records Management, Reproduction, Retention, Safehaven, Scheduled Reporting, Service Message, SIT Plan, Survey, Telegram Format, Text On Microfilm Only, Triennial Review

DISPOSITION: Destroy when 6 years old.
(GRS 16, item 7)

13. AINR - INR PROGRAM ADMINISTRATION

The administrative and procedural aspects of INR programs.

Specific Subject Terms often used with this TAG: CERP, Film, Foreign Agent, Foreign Publication, Humint Collection Plan, Maps, NSA Calendar, Photograph, PLPPR, Publication, Publication Procurement, Registration, Subscription

**DISPOSITION: Destroy when 2 years old.
(GRS 14, item 1)**

14. ALLOW - ALLOWANCES

Implementation of regulations designed to compensate U.S. employees for the added cost of serving abroad.

Specific Subject Terms often used with this TAG: Allowance, Children, Comp Time, Cost of Living, Danger Pay, Education Allowance, Educational Travel, Emergency Evacuation, Employee Benefit, Evacuation Allowance, Evacuation Pay, Exchange Rate, Foreign Currency, Foreign Transfer Allowance, Handicapped, Hardship, HSTA, Local Currency, LQA, Official Residence Expense, Pay Advance, Per Diem, Post Allowance, Post Differential, Price Index, Representation Allowance, SCOLA, Separate Maintenance Allowance, Special Incentive Differential, Standardized Regulations, Supplementary Post Allowance, Tandem Couple, Temporary Lodging Allowance, Unhealthy Post Credit, Wardrobe Allowance

DISPOSITION: Destroy when 6 years, 3 months old.

15. AMED - MEDICAL SERVICES

Medical administrative arrangements, treatments, and hospitalization of U.S. employees and their dependents.

Specific Subject Terms often used with this TAG: AIDS, Alcoholism, Dependent, EVT, Health, Injury, Inoculation, Laboratory Equipment, Medical Care, Medical Claim, Medical Clearance, Medical Disability, Medical Equipment, Medical Evacuation, Medical Examination, Medical Facility, Medical Health Grant, Medical Kit, Medical Personnel, Medical Supplies, Medical Travel, Quarantine, Vaccine

**DISPOSITION: Destroy when 6 years old.
(GRS 1, item 21)**

16. AMGT - MANAGEMENT OPERATIONS

The management and organization of the Department and overseas posts and other U.S. agencies.

Specific Subject Terms often used with this TAG:
Administration, Audit, Authorities, Background Information, Bureau Organization, Commissary, Congressional Report, Delegation of Authority, Embassy Closing, Embassy Opening,

Employee Association, FCS, FTC, Geneva Group, GORI, Information System, Inspection Report, Inspection Team, Internal Control, JAO, Management Initiative, Management Issues, Mission Closure, Mission Opening, Occupational Safety, Office Closure, Office Establishment, Office Procedures, Organization, Overseas Post, PCS, Post Closing, Post MGT, Post Opening, Post Operating Plan, Reciprocity, Recreation, Reorganization, Scheduling, Staffing, Support Services, Survey, Task Force, Workload

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

**17. AMTC - TELECOMMUNICATIONS
EQUIPMENT MAINTENANCE**

The routine maintenance or emergency repair of telecommunications equipment.

Specific Subject Terms often used with this TAG: CEO, CIHS, CPO, Crypto, DOSTN, OCR, Publication, Radio, ROC, Shipment, Spare Parts, Telephone, Teletype, TERP

DISPOSITION: Destroy when 3 years old
(GRS 12, item 26)

18. ANET - COMMUNICATIONS, CIRCUITS, AND NETWORKS

The acquisition, cancellation and leasing of all types of voice communication equipment (including facilities) and telecommunication circuits and networks.

Specific Subject Terms often used with this TAG: AFAS, Autodin, Autovon, Bonn Bax, Circuitry, DOSTN, Facsimile, Hotline, Intercom, Molink, Networking, Publication, Radio, ROC, Satellite, Secure Voice, Skylink, Switchboard, Telecommunication Service, Telephone

DISPOSITION: Destroy when 3 years old.
(GRS 12, item 2d(2))

19. AODE - OVERSEAS EMPLOYEES

The reporting of the numbers of employees overseas that are funded by the U.S. Government.

Specific Subject Terms often used with this TAG: Job Title, NSDD, Number, Staffing

DISPOSITION: Destroy when 6 years old.

20. AORC - INTERNATIONAL ORGANIZATIONS AND CONFERENCES

The structure and management of international or regional organizations and conferences.

Specific Subject Terms often used with this TAG: Administration, Application, Budget, Candidate, Chairman, Charter, Congressional Report, Constitution, Donor, Election Results, Financial Contribution, Geneva Group, Host Government, Information System, Infrastructure, Inspection Report, Inspection Team, International Organization, International Organization Official, Meeting Agenda, Meeting Delegation, Meeting Observer, Meeting Venue, Membership, NGO, Nomination, Nonparticipation, Office Closure, Office Establishment, Participation, PERMREP, Referendum, Reform, Regional Organization, Regional Organization Official, Reorganization, Resignation from Office, Seating, Secession, Secretary General, Specialized Agency, Sponsorship, Staffing, Vacancy Announcement, Veto, VOLAG, Volunteers, Voting, Wages

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

21. APER - PERSONNEL

The administration and support of the Department's Civil and Foreign Service personnel.

Specific Subject Terms often used with this TAG: Adoption, Affirmative Action, Ambassador, American Family Member, Appeal, Award, Backpay, Benefit Plan, Bilateral Work Agreements, Blood Donor, Boarding School, Career Development, Career Mobility, CFC, Civil Service, Civil Service Reform Act, Class Action Suit, CLO Program, Community Liaison Office Coordinators, Compensation, Complaint, Complement, Consultation, Continuing Education,

Contract Employee, Conversion, CSR, Death, Demotion, Dependent, Dependent Education, Dependent Employment, Discipline, Divorce, Emergency Evacuation, Employee Association, Employee Benefit, Employee Relations, Employee Service, Employee Status, Employee Training, Employment, Equal Employment Opportunity, Family Life, Family Separation, Family Support Services, Fellowship, FERS, Foreign Born Spouses, Foreign Service, Foreign Service Act, FSPS, FTE, Functional Training, Grade Retention, Grievance, Health, Injury, Insurance, International School, Interns, Interview, Job Title, Leave, Library, Merit Pay, Merit Promotion, Military Furlough, Military Reserve, Nomination, Nonsensitive Critical Position, Open Assignments, Orientation, Overcomplement, Pay Record, Performance Evaluation, Personal Property, Personal Travel, Personnel, Personnel Action, Personnel Appointment, Personnel Assignment, Personnel Classification, Personnel Conduct, Personnel Promotion, Personnel Reassignment, Personnel Resignation, Personnel Separation, Photographer, PIT, Position Classification, Position Description, Premium Pay, Presidential Executive Exchange Program, Private School, Probation, Promotion Panel, PSC, Public School, Recall, Recruitment, Reentry, Relocation, Remains Disposition, Reprogramming, Retired Annuitant, Retirement, RIF, Sabbatical, Savings Bond, School Admissions, SEF, Selection Board, Selection Out, Senior Foreign Service, SES, Severance Pay, Sexual Harassment, Skill Codes, Spouse, Staffing, Staffing Pattern, Survey, Tandem Couple, TDY, Tenure Board, Termination, Time & Attendance, Upward Mobility, Vacancy Announcement, Wages, Work Requirements, Workload, Workmen Compensation, Workweek, Youth Programs

DISPOSITION: Destroy when 15 years old.

22. ASCH - AMERICAN SPONSORED SCHOOLS

Elementary and secondary education for dependents of U.S. Government employees outside the United States.

Specific Subject Terms often used with this TAG: Boarding School, DoD Schools, Educational Material, Exceptional Children, Financial Reports, Grant, International School, Private School, Public School, Recruitment, Request for Assistance, School Admissions, Special Programs, Student, Teacher

DISPOSITION: Destroy when 5 years old.
(NN-171-130, item 2a)

23. ASEC - SECURITY

The development, coordination, or administration of security policies and programs.

Specific Subject Terms often used with this TAG: AIASA, Airport Access Procedures, Antifraud, Antiterrorism Measures, Armored Vehicle, Assault, Bugging, Building, Contract Guard Program, Counterintelligence, Debriefing, Debugging, Demolition, Detection Equipment, Dismantling, Electronic Security Device, Emergency Response Team, Explosives, Fraud, Host Country Guards, Host Country Police, Identification Systems, Information Security, Local Guard Program, Maps, Mission Takeover, Monitoring, MSG, Name Check, NSU, Personnel Protection, Physical Security, Police Force, Police Investigation, Property Protection, Protective Security, Public Access Control, Regional Security, Riot Control, RSO, Scheduled Reporting, Security Assessment, Security Clearance, Security Crisis, Security Enhancement, Security Survey, Security Violation, Special Support Program, Suitability, Technical Security, Telephone, Tempest, Terrorism, Threat, Threat Assessment, Unit Security Procedures, Warning System

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

24. ASIG - INSPECTOR GENERAL ACTIVITIES

Activities of the Inspector General's office, including investigations of waste, fraud, and mismanagement; audits, domestic and overseas inspections. These cover Department functions, overseas posts and missions, other agency programs, contracts, and grants.

Specific Subject Terms often used with this TAG: Abuse, Administration, Antifraud, Audit, Compliance, Contract, Evaluation, Fiscal Irregularities, Fraud, Grant, Inspection Report, Inspection Team, Mismanagement, Organization, Overseas Post, Recommendation, Review, Special Inquiry, Staffing, Survey, Waste

DISPOSITION: Destroy when 10 years old.
(N1-59-88-19, item 1c)

ASUP - SUPPLIES AND EQUIPMENT

The acquisition of supplies, services, equipment, and official vehicles. Also use for issues concerning procurement and supplies.

Specific Subject Terms often used with this TAG: Contract, Contractor, Excess Property Disposal, Official Vehicle, Property Management, Purchase Order, Requisition, Source, Standardization, Status, Subscription, Supplies

DISPOSITION: Destroy when 6 years, 3 months old.

26. ATRN - TRANSPORTATION SERVICE

The shipment of personal effects, supplies and equipment, tracing of those items, and travel regulations interpretation.

Specific Subject Terms often used with this TAG: Despatch Agent, GTR, HHE, Official Travel, Per Diem, POV, Purchase Order, Shipment, Tracing, Travel Policies, UAB

**DISPOSITION: Destroy when 2 years old.
(GRS 9, item 4)**

27. AWPR - WORD PROCESSING

The installation, maintenance, funding, training and procedures required for the operation of word processing equipment.

Specific Subject Terms often used with this TAG: Application, Employee Training, Escalation, Installation, Inventory, Networking, Power Conditioning, Redundancy, Software, Survey, System Security, Tempest, Word Processor, WPMG

**DISPOSITION: Destroy when 2 years old.
(GRS 23, item 1)**