

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-59-97-13

DATE RECEIVED

12/20/96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or Establishment)
Department of State

2 MAJOR SUBDIVISION
Bureau of East Asian and Pacific Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

John A. Cruce

202-647-7123

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 _____ 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

5/17/96

Acting Records Officer, Department of State

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached schedule replaces the schedule submitted to the National Archives on April 18, 1995 and returned to the Department of State on March 26, 1996.</p> <p>SEE ATTACHED SCHEDULE</p>		

1. **EAST ASIAN AND PACIFIC AFFAIRS - SUBJECT FILES**

Briefing books (on official visits)(1 copy), congressionals, correspondence (sent to and received from foreign government officials and international organizations), diplomatic letters and notes, e-mails and faxes (sent to or received from foreign embassies and international organizations), memorandums (interagency and to the File), memorandums of conversation (covering foreign government officials and private persons), official-informals, photographs, reports (sent to or received from foreign governments and international organizations), speeches (by foreign officials), statements, telegrams, and other documentation covering economic, military, political, social, technological, scientific and other related foreign affairs subjects.

a. **ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARIES**

(Also see the Assistant Secretary's Chronological File below)

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

Volume on hand: 10 boxes. Annual Accumulation: 3 boxes.

DISPOSITION: Permanent. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

b. **ASSISTANTS**

TO THE ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARIES

(Special assistants, staff assistant, etc.)

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

Volume on hand: 15 boxes. Annual Accumulation: 5 boxes.

DISPOSITION: Permanent. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.

c. ADVISERS

TO THE ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARIES

(Office of Economic Policy, Office of Regional and Security Policy, special advisers, special coordinators, special envoys, military assistants, etc.)

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

Volume on hand: 108 boxes. Annual Accumulation: 35 boxes.

DISPOSITION: Permanent. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

d. COUNTRY

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

DISPOSITION: Retire to RSC 3 years after cut off date, or sooner if necessary, for transfer to WNRC. Destroy when 25 years old.

2. ASSISTANT SECRETARY'S CHRONOLOGICAL FILE.

Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams and other documentation maintained by or for the direct use of the Assistant Secretary.

Arrange file by message reference number or by date.

Cut off file at end of each calendar year.

Volume on hand: 2 boxes. Annual Accumulation: 2 boxes.

DISPOSITION: Permanent. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.

3. POST MANAGEMENT OFFICE

Documentation on bureau's and posts' goals and objectives, post closings, reciprocity issues, crisis at posts, and other related significant foreign affairs issues.

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

Volume on hand 3 boxes. Annual Accumulation: 1 box.

DISPOSITION: Permanent. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

4. PUBLIC AFFAIRS

a. Public Affairs Country File.

Faxes, newspaper clippings, speeches, statements, telegrams, transcripts, clearances, press briefings, press guidance, public affairs on individual countries' foreign relations and affairs.

Arrange file by country.

Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off.

b. Public Affairs Individual Files.

Addresses, briefings, faxes, news reports, press briefings, press releases, reports, speeches, statements, telegrams, testimony, transcripts, and other documentation on foreign relations and affairs covering the Department's Press Spokesman.

Arrange file by subject.

Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off.

c. Public Affairs Newspaper Clippings File.

News organizations' transcripts and newspaper clippings on foreign relations and affairs.

Arrange file by day of month.

Cut off file at end of each calendar month.

DISPOSITION: Destroy 3 months after cut off.

d. Public Affairs Clearance File.

Voice of America requests for clearances.

Arrange file by calendar year.

Cut off file at end of each calendar month.

DISPOSITION: Destroy 3 years after cut off.

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TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	
2 MAJOR SUBDIVISION Bureau of East Asian and Pacific Affairs		NOTIFICATION TO AGENCY	
3 MINOR 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	
4 NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5 TELEPHONE 202-647-7123	DATE	ARCHIVIST OF THE UNITED STATES

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 _____ 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 4/18/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer, Department of State
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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 ATTACHED SCHEDULE		

1. ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARIES - SUBJECT FILES

1-a. Policy File

Congressional, correspondence, memorandums, telegrams, reports and other documentation on economic, military, political, social, technological, and scientific affairs covering foreign relations and affairs that establish or set precedence, discuss or define foreign policy and other related subjects.

Arrange file by TACS and Terms.

Cut off file at end of each calendar year.

Volume on hand: 10 boxes. Annual Accumulation: 10 boxes.

DISPOSITION: Permanent. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

1-b. Assistant Secretary's Chronological File

Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams and other documentation maintained by or for the direct use of the Assistant Secretary.

Arrange file by message reference number or by date.

Cut off file at end of each calendar year.

Volume on hand: 2 boxes. Annual Accumulation: 2 boxes.

DISPOSITION: Permanent. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.

2. COUNTRY DESK - SUBJECT FILE

2-a. Documents in the Department's Central File.

Copies of all documents that are also stored in the Department's Central Foreign Policy File (AKA: ADS, FAIS, OASYS, or other current systems) covering economic, military, political, social, technological, and scientific matters dealing with foreign relations and affairs that establish or set precedence, discuss or define policy, and other related subjects.

2-a (1). Electronic documents.
Telegrams, emails, faxes, etc.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off date.

2-a (2). Microfilmed documents.
Documents that have a Microfilm Accession Number STAMPED on them at the top e.g.: "P950099-1234": Congressionals, Diplomatic Notes, Letters, Memorandums, Memorandums of conversation, reports, etc.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off date.

2-b. Documents NOT in the Department's Central File.

Originals or designated file copies of all other documents that are NOT stored in the Central Foreign Policy File.

Photographs, E-mails, faxes, official-informals, telegrams or other documents with annotations, briefing books (one copy), Congressionals, Congressional mandates, diplomatic notes, general correspondence, intelligence reports, letters, memorandums, memorandums of conversation, reports, speeches, statements, and other documentation covering economic, military, political, social, technological, and scientific matters dealing with foreign relations and affairs that establish or set precedence, discuss or define policy, and other related subjects.

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

Volume on hand: 440 boxes. Annual Accumulation: 110 boxes.

DISPOSITION: Permanent. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to National Archives 30 after cut off date.

2-c. Historical Continuity File.

Any documents retained beyond 3 years by the Desk because of their informational value or historical interest that have a long term bearing on foreign affairs issues relating to specific countries or geographic area. (The fact that the documents are either in the Central Foreign Policy File or they have been filmed - does not matter.)

Photographs, E-mails, faxes, official-informals, telegrams or other documents with annotations, briefing books (one copy), Congressionals, Congressional mandates, diplomatic notes, general correspondence, intelligence reports, letters, memorandums, memorandums of conversation, reports, speeches, statements, and other documentation covering economic, military, political, social, technological, and scientific matters dealing with foreign relations and affairs that establish or set precedence, discuss or define policy, and other related subjects.

Arrange file by TAGS and Terms.

Cut off file at end of each calendar year.

Volume on hand: 2 boxes. Annual Accumulation: 2 boxes.

DISPOSITION: Permanent. Retire to RSC when no longer needed, but no later than 25 years. Retire entire file as is - do not screen out any documents except extra copies. Transfer to WNRC. Transfer to National Archives 30 after cut off date.

3. PUBLIC AFFAIRS

3a. Public Affairs Country File.

Faxes, newspaper clippings, speeches, statements, telegrams, transcripts, clearances, press briefings, press guidance, public affairs on individual countries' foreign relations and affairs.

Arrange file by country.

Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off.

3b. Public Affairs Individual Files.

Addresses, briefings, faxes, news reports, press briefings, press releases, reports, speeches, statements, telegrams, testimony, transcripts, and other documentation on foreign relations and affairs covering the Department's Press Spokesman,

Arrange file by subject.

Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off.

3c. Public Affairs Newspaper Clippings File.

News organizations' transcripts and newspaper clippings on foreign relations and affairs.

Arrange file by day of month.

Cut off file at end of each calendar month.

DISPOSITION: Destroy 3 months after cut off.

3d. Public Affairs Clearance File.

Voice of America requests for clearances.

Arrange file by calendar year.

Cut off file at end of each calendar month.

DISPOSITION: Destroy 3 years after cut off.