

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (Agency or establishment)
 U. S. DEPARTMENT OF STATE

2 MAJOR SUBDIVISION
 BUREAU OF EUROPEAN AND CANADIAN AFFAIRS

3 MINOR SUBDIVISION
 OFFICE OF THE EXECUTIVE DIRECTOR

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
 Ronald E. Hampton *REH* 202-736-4698

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-59-97-22

DATE RECEIVED
7-15-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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: *2/21/97* SIGNATURE OF AGENCY REPRESENTATIVE: *Bennett F. Kossman* TITLE: Records Officer, U.S. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached sheets.		

OFFICE OF THE EXECUTIVE DIRECTOR

Executive Director's Files.

a. Subject Files

General correspondence, telegrams, memorandums, decision papers, minutes of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.

DISPOSITION: Cut off annually. Destroy when 3 years old.

b. Ambassador Absences Files

DISPOSITION: Arranged alphabetically by post. Telegrams to and from posts regarding ambassador's absences and who is left in charge.

DISPOSITION: Screen periodically and destroy documents when no longer current

c. Chronological Files

Extra copies of communications of all five types, arranged chronologically. The official communications are filed in the subject file.

DISPOSITION: Cut off annually. Destroy when 1 year old.

2. Budget Section (FAAS Files)

Agencies' reimbursements for their operating expenses at posts. Telegrams, e-mail, memoranda, printouts, etc.

DISPOSITION: Cut off annually. Destroy when 3 years old.

3. Post Budget Files

Subject files arranged by post covering budget operations, issues, and projects at posts. Telegrams, e-mail, reports and other related documents.

DISPOSITION: Cut off annually. Destroy when 2 years old.

4. Management Analysis Files

Arranged by TAGS/Terms. Correspondence, reports, telegrams procedures, telephone bills, e-mail, copies of leases, staffing, program planning, post evacuations, official vehicles, health, allowances, personal contracts, mission program plans, post profiles and other documentation relating to post management.

a. Mission Program Files

Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5 year reports.

DISPOSITION Permanent: Cut off annually. Transfer to RSC for transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

Est volume on hand: 3 cu. ft.
Est. annual accumulation: 2 cu. ft.

b Inspections, guidelines, questionnaire/responses, surveys, cost analysis, telegrams, background material, studies evaluations of post entrance into small embassy/consulate program, program justifications and related projects, etc.

DISPOSITION: Cut off annually. Destroy when 3 years old

5. FASCELL Fellowship Files

Arranged by country and name of fellow. Contains personnel actions, SF-171's, telegrams, e-mail, earnings, leave statements, vouchers, memoranda, travel invoices and related documents.

DISPOSITION: Destroy 3 years after case is closed.

6. Post Management Officers Files

Arranged by subject. Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

DISPOSITION Cut off annually. Destroy when 5 years old or when no longer needed, whichever is sooner