

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-97-23	DATE RECEIVED 7-15-97
1 FROM (Agency or establishment) U.S. DEPARTMENT OF STATE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION BUREAU OF EUROPEAN AND CANADIAN AFFAIRS		DATE ARCHIVIST OF THE UNITED STATES	
3 MINOR SUBDIVISION EUR/EEA, EUR/AO, EUR/PA			
4 NAME OF PERSON WITH WHOM TO CONFER  Ronald E. Hampton <i>RH</i>	5 TELEPHONE  202-736-4698		

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 2/21/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Records Officer U.S. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets.		

JUN 18 1998 *Mr. Hillman*

## **I. OFFICE OF EAST EUROPEAN ASSISTANCE (EUR/EEA)**

### **1. Country/Subject Files.**

a. Information arranged by TAGS/Terms, subject, country organization or organization documenting offices' guidance and instructions on policy developments.

DISPOSITION: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for current operation for transfer to WNRC. Destroy when 25 years old.

**NOTE: This disposition may be applied to records with terminal dates pre-dating 1990 only after NARA review.**

b. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

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

### **2. Chronological Files**

Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the program file.

DISPOSITION: Destroy when 1 year old, or sooner if no longer needed for current operation.

### **3. Working Files.**

Duplicate copies of documents located in the official program files, including rough drafts and notes used in the preparation of final documents and reports.

DISPOSITION: Periodically review and screen files no longer needed for current operation. It is each officers responsibility to see that the program files are complete and that all essential documents are filed.

#### 4. Special Collections

Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.

DISPOSITION: **Permanent:** Transfer to RSC when 10 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old

#### 5. Briefing Books

Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.

##### a. Master set

DISPOSITION: **Permanent:** Transfer to RSC when 5 years old or sooner in no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old

##### b. Duplicate set

DISPOSITION: Destroy when 1 year old or sooner if no longer needed for current operation.

#### 6. Biographic Files

Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes Reports, telegrams, newspaper articles, memoranda, information from other agencies and posts.

DISPOSITION: Periodically review and screen file. When no longer needed for current operation offer to INR/B.

#### 7. Daily Activity Reports

Summary of activities/reports generated in-house daily and submitted to the Front Office.

DISPOSITION: Destroy when 1 year old

## **8. 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 and minutes of meetings 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 the Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of 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 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.

## **II. AMERICAN OUTREACH STAFF (EUR/AO)**

### **1. Program Subject Files**

Arranged by country. Letters, memorandums, outgoing/incoming cable traffic reports, and other materials related to consular policy issues for the New Independent States (NIS).

Disposition: Cut off annually. Destroy when 5 years old.

### **2. SPLEX Files**

Arranged chronologically by month. Working files related to Visa cases out of Moscow. The Bureau of Consular Affairs is the action office.

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

### **III. OFFICE OF PUBLIC AFFAIRS AND POLICY (EUR/PA)**

#### **1. Country files.**

Background notes, press articles, post correspondence, general correspondence, information on country and related material. Documents activities and issues related to a specific country.

DISPOSITION: Cut off annually. Destroy when 1 year old

#### **2. Subject Files.**

Press articles, background notes, reports, White House statements, speeches and other related documents on press issues.

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

#### **3. European U.S. Press.**

Summaries of daily newspaper clippings from U.S. newspapers that are circulated throughout the EUR Bureau and foreign service posts.

DISPOSITION: Destroy when 4 months old.

#### **4. Press Guidance File.**

Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.

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

#### **5. Speeches of the Assistant Secretary.**

Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on site during visits to other countries

DISPOSITION: Cut off annually. Destroy when 5 years old.

#### **6. Speeches by Deputy Assistant Secretary and other individuals.**

Speeches, statements, press conferences by above named principals and various individuals Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.

DISPOSITION: Cut off annually. Destroy when no longer needed for reference

#### **7. Speaker Bio Files.**

Biographic data on Bureau principals that is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.

DISPOSITION: Destroy when superseded or when tenure of principal is terminated.