

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2 MAJOR DIVISION
 BUREAU OF EUROPEAN AND CANADIAN AFFAIRS

3 MINOR SUBDIVISION
 Office of Policy and Public Outreach (EUR/P)

4 NAME OF PERSON WITH WHOM TO CONFER
 Ronald E. Hampton *REH*

5 TELEPHONE
 (202) 736-4698

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-59-97-25*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 3 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 *2/28/97* SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Ross* 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 POLICY AND PUBLIC OUTREACH (EUR/P)

1. Country/Subject Files.

a. Program Files

Memorandums, telegrams, meetings, briefing materials, position papers, speeches, congressional testimony, drafts of Bureau Program Plans, talking points and other material related to policy public outreach.

DISPOSITION: **Permanent.** Cut off annually. Transfer to RSC, for transfer to WNRC when 3 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

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

DISPOSITION: Destroy when 3 years old.

2. Chronological Files.

Extra copies of documents of incoming and outgoing correspondence and communications of all types, arranged chronologically without regard to subject

DISPOSITION: Cut off annually. Destroy when one year old or when no longer needed, whichever is sooner.

3. 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 for transfer to WNRC when 1 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

4. 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 for transfer to WNRC when 5 years old or sooner if no longer needed. 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.

5. 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. Offer to INR/B when no longer needed for current operation.

6. Working Files.

Files maintained by each officer, that contain duplicate copies of documents located in the official program files. Includes preliminary or rough drafts of documents 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.

7. 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 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 non-substantive information. 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.

8. Automated Tracking System Files.

Electronic log used to document the status of correspondence, tasking for other action items

DISPOSITION: Destroy or delete when no longer needed.