

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (Agency or establishment)  
Department of State

2 MAJOR SUBDIVISION  
Secretary of State

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
Marria Braden 647-6762

**LEAVE BLANK (NARA use only)**

JOB NUMBER NI-59-98-2

DATE RECEIVED 10/1/98

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
3-4-99 J. W. Carl

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 8/17/98 SIGNATURE OF AGENCY REPRESENTATIVE Pat Maguire Acting TITLE Department of State Records Officer

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Declined Invitation Files. Arranged chronologically by the month in which the event is to take place.</p> <p>Consists of invitations to events not attended by the Secretary of State. Some files also include a checklist of events the Secretary of State was invited to attend.</p> <p>a. Official File.</p> <p>DISPOSITION: Retain for 2 months after the month in which the event takes place, then destroy.</p> <p>b. Electronic version of records created by electronic mail and word processing applications.</p> <p>DISPOSITION: Delete when file copy is generated or when no longer needed for reference or updating.</p>		

2. Event Files. Arranged chronologically by subject and country.

Consists of activity sheets, briefing memorandums, testimonies, agendas and lists of participants for internal, press, and White House meetings; interviews; visits of high-ranking officials, and trips of the Secretary of State.

a. Official File

DISPOSITION: Permanent. Retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State all together in one group. Transfer to the Washington National Records Center (WNRC) when 5 years old. Transfer to the National Archives when 25 years old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Delete when file copy is generated or when no longer needed for reference or updating