

<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 N1-59-98-4	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 4-15-99	
2 MAJOR SUBDIVISION Chief of Protocol		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Marria Braden	5 TELEPHONE 202-647-6762	DATE 6-4-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 6 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 4/9/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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.		

JUL -2 1999 MHR      Copy to: Agency, NWMD, NWME, N1W MW

## Visits

### 1. Foreign Dignitaries Visit Files

Documents reflect arrangements for visiting chiefs of state, heads of government, foreign ministers and other high-ranking officials to the United States.

#### a. Official File.

DISPOSITION: Permanent. Block annually. Transfer to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old. (NC-59-76-3, item 1)

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

DISPOSITION Destroy/delete within 180 days after recordkeeping copy has been produced.

### 2. Gifts and Decorations General Policy Files

Documents reflect the laws and regulations governing the acceptance of gifts and decorations e.g., the Gifts and Decorations Act

DISPOSITION: Permanent Transfer to the RSC when 10 years old for transfer to the WNRC Transfer to the National Archives when 25 years old. (NN-172-6, item 12d)

### 3. Gifts Received Over Minimum Value

Documents reflect gifts received by U.S. State Personnel and requests to accept gifts on behalf of the U.S. for official use over minimum value.

#### a. Official File.

DISPOSITION: Permanent. Block annually. Transfer to the RSC when 4 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NN-172-6, item 12a)

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

#### 4. Travel Files

##### a. Presidential Visits

Documents reflect gifts given on official visits of foreign heads of state to Washington on behalf of the President.

###### (1) Official File.

DISPOSITION: Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.

###### (2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

##### b. Presidential and other High-Level Official Travel

Documents reflect gifts given on travel abroad by the President, Vice President, Secretary of State or Presidential Delegation.

###### (1) Official File.

DISPOSITION: Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.

###### (2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

#### 5. Decorations and Awards Files

Documents reflect the request for permission to accept awards and decorations, and the Department's response.

##### a. Official File.

DISPOSITION: Block annually. Destroy when 3 years old. (NN-172-6, item 12b and NN-172-6, item 12c)

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

6. Annual Report to Congress

Documents reflect all gifts given to foreign officials over minimum value.

a. Official File.

DISPOSITION: Permanent. Transfer to the RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

7. Federal Register Reports

Documents reflect gifts given to U.S. Government officials. Data received from all departments and agencies and compiled by Protocol for submission to the Federal Register.

a. Official File.

DISPOSITION: Block annually. Transfer to the RSC when 1 year old for transfer to the WNRC. Destroy when 3 years old.

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

~~8. Vendor Files~~

~~Publications maintained by company and type of item for the purchase of gifts.~~

~~DISPOSITION: Destroy when no longer needed.~~

NONRECORD

9. Historical Gifts Files

Automated inventory and purchasing of gifts (Duplicate Gift List). Data maintained by country, item, trip and visit. This information duplicates records maintained in the official files.

DISPOSITION: Destroy 3 years after database is superseded.

## 10. Gift Authorization Forms

Original copies authorizing the purchase of items to give as gifts by the President, Vice President or Secretary of State.

DISPOSITION: Destroy when 3 years old.

## 11. Delegation Files

Documents reflect U.S. delegations to funerals, inaugurations and other ceremonies abroad. Included are list of delegates, itineraries, planned events and related correspondence.

### a. Official File.

DISPOSITION: Permanent. Transfer to RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

## 12. Credential Files

Documents reflect the presentation of credentials of foreign ambassadors to the President. Included are country background notes, biographic sketches, presidential replies to remarks of newly appointed ambassadors, credentials for accrediting ambassadors and related correspondence.

### a. Official File.

DISPOSITION: Permanent. Transfer to the RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

## **Ceremonials**

### 13. Official and State Functions Files.

Documents reflecting arrangements for official functions given by the Secretary of State, the Vice President, and other high-ranking U.S. Government officials as well as public events involving the Diplomatic Corps. Included are U.S. Presidential inaugurations, state funerals, joint sessions of Congress, United National General Assembly, receptions, memorial services, condolences, and related correspondence.

#### a. Official Files.

DISPOSITION: Permanent. Block annually. Transfer to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-76-15)

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

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

## **Administration**

### 14. Federal Holiday Files

Diplomatic notes sent to embassies announcing U.S. Government closings.

#### a. Official File.

DISPOSITION: Block annually. Destroy when no longer needed for current operations or when 2 years old, whichever is later.

#### b. Electronic versions of records created on electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

### 15. Tribute of Appreciation Files

#### a. General Policy and Procedure Files

Documents reflect background information relating to the Department's guidance on issuing tributes warranting special acknowledgment to individuals, groups, and organizations contributing their services to the Department's programs and activities.

(1) Official File.

DISPOSITION: Permanent. Retire to the RSC for transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (NN-172-6, item 11a)

(2) Electronic versions of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. Requests for Tributes of Appreciation

Documents reflect requests for tributes of appreciation awarded to persons or groups for services performed on behalf of the Department's foreign affairs programs.

(1) Official File.

DISPOSITION: Block annually. Destroy when 5 years old (NN-172-6, item 11b)

(2) Electronic versions of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.