

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of State	
2 MAJOR SUBDIVISION Bureau of European and Canadian Affairs	
3 MINOR SUBDIVISION Office of the Assistant Secretary	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Marria Braden	261-8339

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>NI-59-99-2</b>	
DATE RECEIVED <b>04/09/2001</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>6-6-01</b>	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 \_\_\_\_\_ 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 <b>4/4/2001</b>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

*copy to: agency, NWMD, NWMW 6/13/01 cll*

## **Bureau of European and Canadian Affairs**

### **Office of the Assistant Secretary**

#### **1. Assistant Secretary's Files.**

##### a. Program Files.

Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are letters, memorandums, telegrams, speeches, minutes of staff meetings, and other reports and materials relating to the Bureau's mission

##### (1) Official Files.

**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.

##### (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. Calendar-Appointment Book. List of appointments and meetings. No substantive information recorded.

##### (1) Official Files.

**DISPOSITION:** Destroy when 3 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.

#### **2. Deputy Assistant Secretary's Files.**

Included are letters, memorandums, telegrams, speeches, minutes of staff meetings, and other reports and materials relating to the Bureau's mission.

##### a. Official Files.

**DISPOSITION:** Block files by year. 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.

### **3. Assistant Secretary's Daily Activity Reports.**

Daily activity reports prepared for the Assistant Secretary and compiled from input by all component offices within the bureau.

#### a. Official Files

DISPOSITION: **Permanent.** Block files by calendar year. Transfer to the RSC when 3 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.

### **4. Staff Assistant Files.**

Copies of telegrams, action memorandums, briefing and congressional materials requiring attention of the Assistant Secretary.

#### a. Official Files.

DISPOSITION: Transfer to the RSC when 3 year old. Destroy when 5 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.

#### c. Top Secret Documents.

DISPOSITION: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

#### d. NODIS, EXDIS, and Roger Channel Messages.

DISPOSITION: Destroy when no longer needed and inform S/S. Do not retire.

### **5. 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.

## 6. 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.

### a. Official Files.

DISPOSITION: **Permanent.** Transfer to RSC for transfer to WNRC when 10 years old or sooner if no longer needed 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. Briefing Books.

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

### a. Master set.

#### (1) Official Files.

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.

#### (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. Duplicate set.

#### (1) Official Files.

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

#### (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.

## 8. Biographic Files.

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

a. Official Files.

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

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.

**9. 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.

(1) Official Files.

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.

(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. Bureau Level 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.

(1) Official Files.

DISPOSITION: Permanent. Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. 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.

**10. Automated Tracking System Files.**

Electronic log used to document the status of correspondence, taskings or other action items.

DISPOSITION: Destroy or delete when no longer needed.