

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-59-99-3</b>	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED <b>04/09/2001</b>	
2 MAJOR SUBDIVISION Bureau of European and Canadian Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Executive Director		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 261-8339		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 6/13/01db*

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

### **Office of the Executive Director**

#### **1. Executive Director's Files.**

##### a. Subject Files.

General correspondence, telegrams, memorandums, decision papers, minute of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.

##### (1) Official Files.

DISPOSITION: Cut off annually 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.

##### b. Ambassador Absences Files.

Arranged alphabetically by post. Telegrams to and from posts regarding ambassador's absences and who is left in charge

##### (1) Official Files.

DISPOSITION. Screen periodically and destroy documents when no longer current.

##### (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.

##### c Chronological Files.

Extra copies of communications arranged chronologically. The official communications are filed in the subject file.

DISPOSITION: Cut off annually Destroy when 1 year old.

#### **2. Budget Section (FAAS Files).**

Documents reflect agency reimbursements for operating expenses at posts. Included are telegrams, e-mail, memoranda, printouts, etc.

a. Official Files.

DISPOSITION: Cut off annually. 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. Post Budget Files.**

Subject files arranged by post covering budget operations, issues, and projects at posts. Included are telegrams, e-mail, reports and other related documents.

a. Official Files.

DISPOSITION: Cut off annually. Destroy when 2 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. Mission Program Plans.** Arranged alphabetically by post. Contains background data and post profiles.

(1) Official Files.

DISPOSITION: Permanent. Cut off annually. Transfer to RSC when 5 years old for transfer to WNRC. 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. FASCELL Fellowship Files.**

Arranged by country and name of fellow. Contains personnel actions, SF-171's, telegrams, e-mail, earning and leave statements, vouchers, memoranda, travel invoices and related documents.

a. Official Files.

DISPOSITION: Destroy 3 years after case is closed.

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. Post Management Officers Files.**

Arranged by subject. Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

a. Official Files.

DISPOSITION: Cut off annually. Destroy when 5 years old or when no longer needed, whichever is sooner

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.