

<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 <i>11-59-99-5</i>	DATE RECEIVED <i>12-3-98</i>
1 FROM (Agency or establishment) <i>Department of State</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION <i>Bureau of European and Canadian Affairs</i>			
3 MINOR SUBDIVISION <i>Office of Policy and Public Outreach</i>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Marrisa Braden</i>	5 TELEPHONE <i>647-6762</i>	DATE	ARCHIVIST OF THE UNITED STATES <i>withdrawn</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 4 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 <i>11-18-98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rosemary Melendy</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

## Bureau of European and Canadian Affairs

### Office of Policy and Public Outreach

#### 1. Country/Subject Files.

a. 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.

##### (1) Official Files.

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

(2) 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.

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

##### (1) Official Files.

DISPOSITION: Destroy when 3 years old.

(2) 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

#### 2. Chronological Files.

Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the program file.

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

### **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.

#### a. Official Files

DISPOSITION: Permanent. Transfer to RSC when 10 years old or sooner if no longer needed for current operation 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: Delete when file copy is generated or when no longer needed for reference or updating.

### **4. 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 when 5 years old or sooner if no longer needed for current operation 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: Delete when file copy is generated or when no longer needed for reference or updating.

#### 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.

### **a. Official Files.**

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

### **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

## **6. Working Files.**

Duplicate copies of documents located in the official program files, including rough drafts and notes used in the preparation of final documents and reports.

### **a. Official Files.**

DISPOSITION: Periodically review and screen files no longer needed for current operation. It is each officer's responsibility to see that the program files are complete and that all essential documents are filed.

### **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.

## **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**

#### **(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 the 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: Delete when file copy is generated or when no longer needed for reference or updating.

b. Bureau Level Task Force/Working Group

Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. 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 Task Force/Working Group. Transfer to WNC 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: Delete when file copy is generated or when no longer needed for reference or updating.

**8. Daily Activity Reports.**

Summary of activities/reports generated in-house daily and submitted to the Front Office.

a. Official Files.

DISPOSITION: Destroy when 1 year 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.