

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-99-6	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 04/09/2001	
2. MAJOR SUBDIVISION Bureau of European and Canadian Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of European Security & Political Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	DATE 6-6-01	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 4/4/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppé</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 clb

Bureau of European and Canadian Affairs

Office of European Security and Political Affairs

1. Country/Subject Files.

a. Program Files

Memorandums, telegrams, meetings, negotiations, briefing materials, base agreements, military defense documents, intelligence reports, working group papers, background materials, allied consultations, bilateral and multilateral agreements, position papers, talking points and other material related to the development of U.S. policies on political-military, security, and NATO issues in Europe

(1) Official Files.

DISPOSITION: Permanent Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed 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.

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

2. 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.

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 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.

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 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.

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, 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.

6. 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.

7. Negotiating Files. Includes all files on negotiations of treaties or international agreements, such as the Conventional Forces in Europe (CFE) Treaty, the NATO-Russian Founding Act, and the Organization for Security and Cooperation in Europe (OSCE).

Arranged by subject and country. Telegrams, printouts of e-mails with transmittal data, information memoranda, handwritten notes, action memoranda, speeches, briefing books, U.S. Government position papers, other countries' position papers, correspondence, drafts of treaties and treaty paragraphs, reports, U.S. Government working group meetings, weekly summaries, press conferences, intelligence reports, and other related documents.

(1) Official Files

DISPOSITION: Permanent. 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.

8. 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.