

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 <i>N1-59-99-8</i>	
		DATE RECEIVED <i>12-3-98</i>	
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Bureau of European and Canadian Affairs			
3 MINOR SUBDIVISION American Outreach Staff			
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden		5 TELEPHONE 647-6762	
		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Withdrawn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 1 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 McLeady</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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>See attached.</i>		

Bureau of European and Canadian Affairs

American Outreach Staff

1. Program Subject Files.

Arranged by country. Letters, memorandums, outgoing/incoming cable traffic reports, and other materials related to consular policy issues for the New Independent States (NIS).

a. Official Files.

Disposition: Cut off annually. Destroy when 5 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.

2. SPLEX Files.

Arranged chronologically by month. Working files related to visa cases out of Moscow. The Bureau of Consular Affairs is the action 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.