

<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>NI-59-99-8</i>	
		DATE RECEIVED <i>12-3-98</i>	
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) <i>Department of State</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>American Outreach Staff</i>			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
<i>Marria Braden</i>	<i>647-6762</i>		<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Withdrawn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
-------------------------	---	---

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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.