

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-59-99-12</i>	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED <i>10/5/00</i>	
2 MAJOR SUBDIVISION Bureau of South Asian Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Assistant Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>10-27-00</i>	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 <i>9/27/2000</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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: NWMD, NWMW, agency 11/16/00 alb*

## **Bureau of South Asian Affairs**

### **Office of the Assistant Secretary**

#### **1. Assistant Secretary's Files.**

Policy and decision papers, testimonies, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books and correspondence arranged by subject.

##### a. Official Files.

DISPOSITION: Permanent. Retire when 3 years old to the RSC for transfer to the WNRC  
Transfer to the National Archives when 25 years old in 5-year blocks.

##### 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.

#### **2. Calendar Appointment Book. Listing of appointments and meetings.**

##### a. Electronic Calendar.

DISPOSITION: Destroy when no longer needed.

##### b. Hard Copy Calendar.

DISPOSITION: Permanent Retire with subject files for the appropriate year.

#### **3. Staff Assistants' Files.**

##### a Subject Files

Copies of White House readings, reports, inspection reports, studies, briefing material, Special Captions documents, and other documentation needing to be retained for operational purposes.

##### (1) Official Files.

DISPOSITION: Block by year Destroy when 2 years old

##### (2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy is produced.

#### **4. NODIS/EXDIS Messages.**

DISPOSITION: Destroy when no longer needed and inform S/S. DO NOT RETIRE.

#### **5. Trip Files.**

DISPOSITION: Return to appropriate Desk Office when 6 months old for inclusion in the official file.

#### **6. Briefing Books.**

Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

a. Master set

(1) Official Files.

DISPOSITION: Permanent. Retire when 5 years old or sooner to RSC 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.