

<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 N1-59-99-14	DATE RECEIVED 10/5/00
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of South Asian 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION India, Nepal, Sri Lanka (INS)			
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE 261-8339	DATE 10-27-00	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 9/27/2000	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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: agency, NWMD, NWMW 11/16/00 clt*

## **Bureau of South Asian Affairs**

### **India, Nepal, Sri Lanka (INS)**

#### **1. Subject or Program Files.**

Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the office's guidance and instruction on policy developments and issues regarding economic, political, military, consular, foreign relations, narcotics, social and cultural affairs and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

##### a. Official Files

DISPOSITION: Destroy when 3 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.

#### **2. Historical Documents.**

Unique collections of records relating to key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, news clippings, memorandums and other material.

##### a. Official Files.

DISPOSITION: Permanent. Block file annually. Retire when 10 years old to RSC for transfer to the WNRC. 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

#### **3. Biographic Files.**

Telegrams, newspaper articles, intelligence reports, etc , containing background information on political figures, foreign ministry officials, military leaders, etc.

##### a. Official Files

DISPOSITION Retain in the office Screen and destroy when no longer needed.

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. Chronological Files.**

Copies of outgoing cables and correspondence used strictly for convenience

DISPOSITION: Destroy when one year old or when no longer needed, whichever is sooner.

#### **5. Red Borders.**

Replies to incoming White House correspondence.

a Official Files

DISPOSITION: Block files annually Destroy when 3 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

#### **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 the RSC 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: Destroy/delete within 180 days after recordkeeping copy has been produced

b. Duplicate set.

DISPOSITION: Destroy when 1 year old or when no longer needed.