

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 NI-59-99-15	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 10/5/00	
2 MAJOR SUBDIVISION Bureau of South Asian Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Regional 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 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. Pepper</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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMM 11/16/00 elb

Bureau of South Asian Affairs

Regional Affairs

Regional Affairs, established in 1992, has special responsibility for nuclear and missile nonproliferation and regulation security issues. Additional issues include, but are not limited to: terrorism, narcotics, refugees, human rights, congressional and press relations.

1. Subject or Program Files.

Information set up by TAGS/Terms, country, subject, and organization documenting the office's guidance and instruction on policy developments or issues regarding regional security, nuclear and missile nonproliferation and general issues. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

a. Official Files.

DISPOSITION: Destroy when two 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. Press/Media Reports.

Cables from countries when the Assistant Secretary, as well as others in the bureau that were quoted, questions and answers, press briefings.

a. Official Files.

DISPOSITION: Destroy when no longer needed or when 2 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. 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

4. Biographic Files.

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

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

5. Export and Foreign Policy Logs.

Application/License for Temporary Export of Unclassified Defense Articles Case files maintained in notebooks by Control Number seeking clearance to ship articles to SA posts.

a. Paper

DISPOSITION. Destroy when six months old.

b. Computer Log.

DISPOSITION. Destroy log maintained on system when no longer needed.

6. Intern Applications.

Applications for overseas internship by college students received from FSI Maintained in selected and non-selected files.

a. Destroy selected files upon completion of internship -- approximately 10 weeks.

b. Return non-selected applications to Intern Office at FSI when no longer needed.

7. Performance Plans.

Yearly plans documenting mission or bureau proposed actions to carry out U S. foreign policy and relations with countries in the South Asian region. Plans also document how resources are allotted.

a. Mission Performance Plans. Plans submitted by SA/INS and SA/PAB to be incorporated into bureau plans.

DISPOSITION: Permanent. Retire to the RSC when 5 years old for transfer to the WNRC Transfer to the National Archives when 25 years old.

Vol. on-hand: approximately 2cf
Yearly accumulation: 1cf

b. Bureau Performance Plans. Summarization of approved mission plans and associated funding.

DISPOSITION: Permanent Retire RSC when 5 years old for transfer to the WNRC Transfer to the National Archives when 25 years old

Vol. on-hand: less than 1cf
Yearly accumulation 1cf

c. Electronic copies of Mission Performance Plans and Bureau Performance Plans.

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