

<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	N1-59-99-16
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	11/26/99
2 MAJOR SUBDIVISION Office of Management, Policy and Planning		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Marria Braden	261-8339	1-6-00	<i>John W. Carl</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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/23/99	<i>Rosemary Melendy, Acting</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached.		

## Office of Management, Policy and Planning

**1. General Subject Files.** Documents reflect correspondence relating to the review and staffing of positions abroad. Included are copies of reports, memorandums of understanding, lists of authorized positions, marine guard assignments and activation of detachments, briefing materials, security oversight audits, threat assessments, security measures, Department of Defense elements, post openings and closings, e-mail messages and other related correspondence.

**a. Recordkeeping copy (paper).**

DISPOSITION: Permanent. Retire to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old (NC1-59-84-4)

**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. Project Files.** Documents reflect involvement in a wide range of management issues relating to developing and implementing policies and procedures impacting U.S. presence overseas. Included are management studies, overseas staffing reviews and reports, working groups, task forces, e-mail messages and other related initiatives to oversee and protect US personnel abroad.

**a. Recordkeeping copy (paper).**

DISPOSITION: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-84-4)

**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. Mission Program Plans.** Arranged by country. Master files reflect 5-year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus.

**a Recordkeeping copy (paper).**

DISPOSITION: Permanent. Retain 1 year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-97-2, item 1)

**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.

**4. Bureau Program Plans.** Arranged by functional and geographic bureau. Master files reflect 5-year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

**a. Recordkeeping copy (paper).**

DISPOSITION: Permanent. Retain 1 year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-97-2, item 2)

**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. Office of Inspector General (OIG) Files.** Arranged by region, country, and bureau. Documents reflect copies of reports and follow-up reviews of domestic and regional inspections conducted by the OIG. Included are action memorandums presenting issues for discussion and essential factors for the attention of the Under Secretary for Management, OIG compliance memorandums, telegrams, e-mail messages, general information as well as draft copies of reports for comment.

**a. Recordkeeping copy (paper).**

DISPOSITION: Destroy when 10 years old or when no longer needed for current operations, whichever is sooner.

**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.

**6. NSDD 38 Case Files (all agencies/activities, unless otherwise noted).** Arranged by agency, activity, region and country. Included are copies of memoranda, telegrams and e-mail messages covering issues for decision, appeals, funding of positions, etc.

**a. Recordkeeping copy (paper).**

DISPOSITION: Permanent. Transfer to the RSC when 3 years old for transfer to 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.

**7. Special NSDD 38 Case Files.**

**a. AID-Regional Inspector General (RIG) Staffing Files.** Arranged by subject and region. Documents reflect legislation governing the Regional Inspection Groups overseas. Included are action memorandums, memorandums to the file and telegrams regarding current and planned staffing levels, proposed legislation, staffing proposals, congressional requests for data on staffing, talking points, appeals, funding, e-mail messages and related correspondence.

**(1) Recordkeeping copy (paper).**

DISPOSITION: Permanent. Retire to RSC when 10 years old 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. CIA Case Files.** Arranged by subject and region. Documents reflect policies, procedures, guidelines, reports and briefings on Intelligence Community issues such as staffing and reporting of overseas positions and station closings. Included are talking points, intelligence staffing overseas proposals, NIS Working Group documents, e-mail messages and related correspondence.

**(1) Recordkeeping copy (paper).**

DISPOSITION: Permanent. Transfer to the RSC when 3 years old 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.**

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**c. Department of Defense (DOD) Cases Files.** Arranged by country. Documents reflect security responsibilities for DOD elements and personnel overseas. Included are annual reports on DOD elements, responses to congressional and other requests for information, position updates, staffing level proposals, restructuring initiatives, briefing materials, schedules for GAO reviews, e-mail messages and related correspondence.

**(1) Recordkeeping copy (paper).**

DISPOSITION: Permanent. Transfer to the RSC when 3 years old 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.**

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**8. Special Embassy Program (SEP) Files.**

**a. Policies and Procedures.** Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

**(1) Recordkeeping copy (paper).**

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

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**b. Post Files.** Documents reflect establishment of positions, proposals for approval of U.S. Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence.

**(1) Recordkeeping copy (paper).**

DISPOSITION: Permanent. Transfer to the RSC when 3 years old 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.**

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**c. General Issues.** Included are e-mail messages, telegrams and memorandums on the establishment of positions, increased staffing levels, proposals for staffing positions and related correspondence.

**(1) Recordkeeping copy (paper).**

DISPOSITION: Permanent. Transfer to the RSC when 3 years old 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.**

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**9. Accountability Review Board (ARB) Files.**

Documents reflect the establishment of review boards as a result of serious injury, loss of life, or significant destruction of property at or related to a USG mission abroad or in any case of serious breach of security.

**a. Policies, procedures and background information.**

**(1) Recordkeeping copy (paper).**

DISPOSITION: Permanent. Retire to the RSC when 10 years old 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. Country and Subject Files.** Consists of minutes of ARB meetings, lists of attendees, situation reports, briefing materials, investigative proceedings, reports to Congress on recommendations of the ARB, e-mail messages and other related correspondence.

**(1) Recordkeeping copy (paper).**

DISPOSITION Permanent. Retire to the RSC when 5 years old 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.

**10. Overseas Presence of the United States (OPUS I and II).** This system provides the Department with information on USG direct-hire positions overseas. M/P uses this data to prepare reports on USG positions on a country, regional, and worldwide basis. Data includes activity identification, sponsoring agency, country, and State Department organizational code.

DISPOSITION: Temporary. Delete information when obsolete or no longer needed. (N1-59-88-10, item 1)

**11. State Database.** This system contains data on each American full-time position in the State Department on a worldwide basis. M/P uses this data to monitor and count the movement of positions within the Department over periods of time and provide actual and authorized position strength. Data includes the position ID number, appropriation code, office code, funding code, fiscal year, allotment code, occupation position title, grade level, type of position and skill code.

DISPOSITION: Temporary. Delete information when obsolete or no longer needed. (N1-59-88-11, item 1)

**12. DS-1670, Request for Position Data Action Files.** Arranged by bureau. Data reflects American full-time positions in the State Department on a worldwide basis. These forms are the source for information in State Database.

DISPOSITION: Destroy when 5 years old.