

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

28 May 82

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
Office of Refugee Programs

3 MINOR SUBDIVISION
Kampuchean Working Group

4 NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

5 TEL EXT
632-8806

LEAVE BLANK	
JOB NO	
NCF-59-82-12	
DATE RECEIVED	
May 28, 1982	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-20-85 Date	<i>Frank S. Bunde</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/24/82	<i>William F. Farrell</i> William F. Farrell	Chief, Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>The Kampuchean Working Group (KWG) was organized in 1979 as an interagency task force in the Office of the Secretariat, Special Coordinator for Refugee Affairs, S/R. When the Office of Refugee Programs (RP) was established in 1980, the function was transferred to that division as RP/KWG. It is a small operation headed by a State Department officer, but most staff members have been detailed from other government agencies, particularly the Agency for International Development.</p> <p>There is a counterpart office in Bangkok, also directed by a State Department officer and manned primarily by persons employed by voluntary agencies, thus it is termed a J.V.A. or joint voluntary agency operation.</p> <p>Chronological Files - Telegrams, Correspondence.</p> <p>Destroy when 1 year old. (Non-record)</p>	<p>(RMH(A))</p> <p>030117</p>	
2	<p>Administrative Files.</p> <p>Files pertaining to office procedures, staff travel and administrative support matters, excluding material covered in other items of this schedule.</p>	<p>060702</p>	2 items

115-107 *copy to NCF NCF Agency 24 May 85*

~~Destroy when 3 years old.~~

3 Personnel Files.

(a) Applications for employment. 040204

Destroy when 1 year old.

(b) Correspondence, memos, and other records pertaining to staffing requirements, hiring procedures, assignments, position descriptions, etc. GRS 1/3

Destroy when 5 years old.

4 Budget Background Papers. GRS 5/4

Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.

Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, item 4)

5 Press Relations Files.

Correspondence, telegrams, briefing statements, briefing books, etc., prepared for visits, conferences, presentations, press reports and general press relations.

Destroy when 5 years old.

6 Policy and Program Files.

Correspondence, telegrams, reports, including sitreps, etc., pertaining to U.S. Government involvement in the Kampuchean humanitarian relief effort, and coordination with international organizations and voluntary agencies. Includes material on donor contributions, grants, and logistical support matters.

PERMANENT. Transfer to FRC when 3 yrs. old. Offer to NARA when 30 yrs. old.

~~Destroy when 25 years old.~~

7 Reference/Working Files. 030128

Destroy when no longer needed. (Non record)

All changes to this proposed schedule have been approved by:

Ronald L. Keise
NARA appraiser

19 Jun 85
Date

Frank M. Mach...
Agency representative

19 June 85
Date