

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO  
*NCI-59-85-1*

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

DATE RECEIVED  
*10-18-84*

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of State

2 MAJOR SUBDIVISION

Bureau of International Organization Affairs (IO)

3 MINOR SUBDIVISION

Policy Management Staff (PMS)

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Betty Bates

632-8806

*9-20-85* *Francis J. Bunde*

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 10/18/84	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul M. Murphy, Jr.</i>	D TITLE Actg. Chf., Records Management Staff
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>The Policy Management Staff assists the Assistant Secretary for International Organization Affairs in the refinement of their management system (management by objectives) and its day-to-day application.</p> <p>General Subject File</p> <p>Consists of administrative information, Bureau and PMS directives, policy and planning procedures, copies of speeches, budget justifications, mission statements, reports, cables, memos and other documentation related to the policy management process or any special assignment tasked to the PMS Staff, such as preparation of briefing books, review of U.S. participation in International Organizations, bureau reorganizations, etc.</p> <p>Destroy when 10 years old.</p>		
2	<p>Action Program Files</p> <p>a. General File</p> <p>Consists of general correspondence, cables, reports, reviews, questionnaires, Qs &amp; As and other documentation created during the Action Program review cycle.</p> <p>Destroy when 10 years old.</p>		<i>5 items</i>

115-108 Copy to NNF, NCF, Agency  
*27 Sep 85*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO

PAGE

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2	<p>b. Case Files</p> <p>Consist of same documents in item (a) except as they relate to individual missions and/or international organizations under the policy management review process. <del>This file contains the completed final version of the Action Plan.</del> Transfer to FRC when 5 yrs old. Destroy when 20 yrs old.</p> <p>c. Final Action Plans Arranged alphabetically by mission and/or international organization. Mission and international organization subdivided by two-three breakdowns: general, historical, and action plan/review. PERMANENT. Transfer to FRC when 5 yrs. old. Offer to NARS when 30 yrs. old in 5'yr. blocks.</p>		
3	<p>Briefing Book File</p> <p>Consists of briefing books compiled for bilaterals, travel, etc.</p> <p>Destroy when 5 years old or when no longer needed.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><u>Ronald L. Keise</u>                      <u>19 Jun 85</u> NARA appraiser                      Date</p> <p><u>Frank Markby</u>                      <u>19 June 1985</u> Agency representative              Date</p>		