

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		NUMBER NI-084-05-1	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 8/17/05	
2. MAJOR SUBDIVISION Bureau of Western Hemisphere Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Perm Mission of the United States of America to the Org of American States		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 1/27/06	ARCHIVIST OF THE UNITED STATES Allen Weinstein

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 5 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 6/22/2005	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe	TITLE Department 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached pages.		

8/21/06 Copies sent to Agency, NWMID, NWMNW, NWCT

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Permanent Representative to the Organization of American States

Item 1. Permanent Representative and Deputy Representative Files.

Documents received or sent by the Permanent or Deputy Representative or accumulated because of interest to principals.

a. Telegrams, other agency messages, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related correspondence pertaining to the development and formulation of foreign policy positions or the setting precedents.

DISPOSITION: PERMANENT. Transfer to RSC when 3 years old. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

b. Non-substantive correspondence, memorandums and related correspondence which do not establish, discuss, or define foreign policy or set precedents.

DISPOSITION: TEMPORARY. Destroy when 3 years old.

Item 2. Permanent Representative and Deputy Representative Schedules of Daily Activities.

Included are calendars, appointment books, schedules, logs diaries and other materials documenting meetings, appointment, telephone calls, trips, visits, and other activities while serving in an official capacity, excluding materials determined to be personal.

DISPOSITION: TEMPORARY. Destroy or delete when no longer needed.

Item 3. Briefing Books

This item covers records documenting U.S. foreign policy positions in the OAS General Assembly and related OAS bodies, such as the Inter-American Drug Abuse Control Commission, the Inter-American Committee Against Terrorism, and the Inter-American Commission of Women. Records include briefing books, proceedings books, position papers, agenda items, correspondence, and related supporting documentation.

DISPOSITION: PERMANENT. Transfer to RSC when 10 years old. Transfer to National Archives when 25 years old.

Item 4. Office Chronological Files.

Extra copies of documents prepared in the office.

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

Item 5. Public Speaking Files.

Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

DISPOSITION: TEMPORARY. Block files by calendar year. Retain block in office 1 year, then destroy.

Item 6. Public Correspondence.

Requests for publications and letters addressed to the Permanent Representative from the general public that provide comments or other remarks on various inter-American issues.

DISPOSTION: TEMPORARY. Destroy when 3 months old.

Item 7. News Media Files.

Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

DISPOSITION: TEMPORARY. Block files by calendar year. Retain block in office 1 year, then destroy

Item 8. Transcript Files.

Written transcripts of interviews given by the Permanent Representative. Original transcript maintained by the Public Affairs Officer.

DISPOSITION: TEMPORARY. Block files by calendar year. Retain block in office 1 year, then destroy.

Item 9. Tax Exemption Files.

Exemption requests and related correspondence pertaining to personal income, real estate, sales, etc., by OAS members. Copies of original requests and sent via the Officer of Protocol for action.

DISPOSITION: TEMPORARY. Destroy when 5 year sold. (NCI-84-76-4, item 5)

Item 10. OAS Applicant Files and Inquiries Files

Correspondence and forms in the form of original letters and replies to U.S. citizens regarding employment with the OAS and/or the Department or State.

DISPOSITION: TEMPORARY. Destroy when 3 years old. (NCI-84-76-4, item 6)

Item 11. Foreign Mission Representative Case Files.

Files on foreign mission personnel, officers and employees of the OAS, as well as the individuals proposed for election to positions in the OAS and other organizations; general data, interoffice memos, and related correspondence.

DISPOSITION: TEMPORARY. Destroy 5 years after termination of assignment of employment. (NCI-84-77-1, item 1a)

Item 12. Congressional Correspondence.

Copies of congressional correspondence that are referred to OAS Permanent Representative for preparation of response.

DISPOSITION: TEMPORARY. Destroy when 2 years old.

Item 13. Mission Program Plans.

Documents reflect 5-year projections for the accomplishment of pos goals and objectives. Included are program plans and reviews, summary statements prioritizing mission goals and objectives, program review team comments, approved bureau-wide policy and resources statement and related correspondence.

DISPOSITION: TEMPORARY. Destroy when 5 years old

Item 14. Inter-American Commission on Human Rights (IACHR) Petition and Case files.

This item covers all documentation concerning human rights petitions and cases presented to the U.S. Government by the IACHR. Records include transmittal, petition, and case documentation, correspondence, and legal briefs pertaining to human rights petitions and cases.

DISPOSITION: PERMANENT. Transfers to RSC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks.

Item 15. Mission Subject/ Country Files.

Telegrams, memorandums, highlight reports, legislation and other related correspondence on economic and financial policies relating to economic development and stabilization in Latin America, trade and communication issues and policies affecting U.S relations with Latin America. Files document activities relating to issues such as the Enterprise for the Americas Initiative (EAI), the Caribbean Basin Initiative (CBI) and the Andean Trade Preference Initiative (ATPI). Records reflect trade and investment, debt reduction, aid for the environment and development assistance.

DISPOSITION: PERMANENT. Transfer to RSC when 5 years old. Transfer to WNRC when 7 years old. Transfer to National Archives when 25 years old in 5-year blocks.

Item 16. Electronic Mail and Word Processing Records

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copy of records created on electronic mail and word processing systems that are maintained for upkeep, revision, or dissemination.

a. copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY: Delete when dissemination, revision, or updating is completed.