ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition
(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
1a	Active (P)	
1b	Active (T)	
2	N/A	lined out
3a	N/A	lined out
3b	N/A	lined out
3c	Active (T)	
3d	N/A	lined out
4a	N/A	lined out
4b	Active (P)	
4c1	Active (P)	
4c2	Active (P)	
4c3	Active (T)	
5	N/A	lined out
6a	Active (P)	
6b	Active (T)	
7a	Active (T)	
7b	Active (P)	
8	N/A	lined out
9	N/A	lined out
10	N/A	lined out

11	N/A	lined out
12a	Active (P)	
12b	Active (T)	
13	inactive (P)	superseded by N1-084-93-005, item 1
14	N/A	lined out
15	N/A	lined out
16	Active (T)	
17	Active (T)	
18	Active (T)	
19a	Active (T)	
19b	N/A	lined out
19c	N/A	lined out
19d	N/A	lined out
20a	Active (T)	
20b	Active (T)	
21	Active (T)	
22	Inactive (T)	superseded by DAA-GRS-2023-0007-0002, GRS 5.6, 100
23a	N/A	lined out
23b	N/A	lined out
24	Active (T)	
25	Active (T)	
26	Active (T)	
27a	Active (T)	
27b	Active (T)	
28a	N/A	lined out
28b	Active (T)	
29	Inactive(T)	superseded by DAA-GRS-2017-0006-0027, GRS 5.6 item 200
30	Active (T)	
31	N/A	lined out
32	N/A	lined out
33	N/A	lined out
34	N/A	lined out
35	N/A	lined out
36	N/A	lined out
37	Inactive (T)	superseded by DAA-GRS-2017-0007-00012, GRS 2.2, item 080
38a	Inactive (T)	The agency states that the item is obsolete.
38b	Inactive (T)	The agency states that the item is obsolete.
39	N/A	lined out
40	Inactive (T)	superseded by DAA-GRS-2014-0002-0002, item GRS 2.1 020
41a	N/A	lined out

41b1	N/A	Filing instruction
41b2	Inactive (T)	superseded by DAA-GRS-2017-0011-0001, GRS 2.1 item 050
42a	N/A	Filing instruction
42b	Active (T)	
43a	Active (T)	
43b1	Active (T)	
43b2	Active (T)	
43c	Active (T)	
44	Active (T)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-84-90-5
DATE RECEIVED	12/9/91

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of State

2 MAJOR SUBDIVISION
U.S. Mission to the UN (USUN)

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Betty Bates

5 TELEPHONE
(202) 647-6018

NOTIFICATION TO AGENCY

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

DATE 1/14/92

ARCHIVIST OF THE UNITED STATES

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 15 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,

[X] is not required, [ ] is attached, or [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/26/91	Kenneth F. Rossman	Kenneth F. Rossman, Chief Records Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	~~REFERENCE AND RESEARCH~~ RESEARCH UNIT		
1	Central Subject Files Official copies of those records which document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section, b) Country Files, and c) Subject Files. a. Paper ~~records~~. recordkeeping copy Disposition. Permanent. Transfer to the National Archives when 30 years old. Estimated volume on hand: 118 cu. ft. Estimated annual accumulation: 15 cu. ft. b. ~~Microfilm~~ EXTRA copies. Disposition. Destroy when no longer needed for reference purposes.	NC-84-76-1, item 1	

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

Copies sent to agency, NNW, NNT, NCF, NIA 1/21/92

2 UN Letter File (1946-64) NC-84-76-1, item 2

Correspondence between UN, and related correspondence with the Department and Foreign Service posts.

Disposition. Permanent. Transfer to the National Archives when 30 years old.

Estimated volume on hand: 0 cu. ft.
Estimated annual accumulation: 0 cu. ft.

3 UN Letter File (1964-Present) NC-84-76-1, item 3a

a. Notifications from UN of accessions to and ratification to treaties.

Disposition. Destroy when 2 years old. NN-173-126/6(a)

b. Notifications from U.S. registering international agreements with the UN.

Disposition. Destroy when 2 years old. NN-173-126/6(b)

c. Correspondence relating to UNDP projects, project summaries. U.S. Government comments, etc.

Disposition. Destroy when 2 years old.

d. All other routine correspondence with UN

Disposition. Destroy when 2 years old. NN-173-126/6(c)

4 Telegram and Airgram Files dated 1964-Present

a. Telegrams sent to USUN for information, arranged by post. NN-173-126, item 8b

Disposition. Destroy when 1 year old, if no longer needed.

b. Telegrams sent ACTION USUN (incoming) NN-173-126, item 8c

Disposition. Permanent. Transfer to FRC ~~(Bayonne)~~ when 10 years old. Transfer to the National Archives when 30 years old. (Note: 1974-1978 telegrams were destroyed previously under then existing schedule, NC-173-126, item 8c)

Estimated volume on hand: 15.5 cu. ft.
Estimated annual accumulation: 1.5 cu. ft.

c. Telegrams and airgrams from USUN to Department of State, arranged sequentially. NC-84-76-1, item 5

(1) Telegrams dated 1964-Present

Disposition. Permanent. Transfer to the National Archives when 30 years old.

Estimated volume on hand: 34 cu. ft. (includes Airgrams)
Estimated annual accumulation: 2.25 cu. ft.

(2) Airgrams dated 1964-1990

Disposition. Permanent. Transfer to FRC ~~(Bayonne)~~ WNRC when 10 years old. Transfer to the National Archives when 30 years old.

Estimated volume on hand: (included in item 4C(1))
Estimated annual accumulation: 1-2 folders

(3) Airgrams dated January - August 1991 (discontinued 9/1/91)

Disposition. Destroy when related block of Central Subject Files are retired to FRC.

5 Background and Position Books Files NC-84-76-1, item 1

Disposition. Permanent. Transfer to FRC ~~(Bayonne)~~ WNRC when 5 years old. Transfer to the National Archives when 30 years old.

Estimated volume on hand: 0 cu. ft.
Estimated annual accumulation: 0 cu. ft.

6 Index Cards to USUN Central Documents and Subject Files NC1-84-78-4, item 1a

a. Card record, 1954 - Present

Disposition. Permanent. Transfer to FRC ~~(Bayonne)~~ WNRC after microfilming and ascertaining that the film is an adequate substitute for the paper. Transfer to the National Archives along with related block of Central Subject Files.

Estimated volume on hand: 13 cu. ft.
Estimated annual accumulation: .5 cu. ft.

b. Microfilm copies — NC1-84-78-4, item 1b(1)

Disposition. Destroy when no longer needed for reference purposes. — NC1-84-78-4, item 1b(2)

7 Public and Congressional Correspondence Files

a. Public Correspondence — NN-173-126, item 11

Disposition. Destroy when 6 months old

b. Congressional Correspondence

Disposition. Permanent. Transfer to FRC ~~(Bayonne)~~ WNRC when 5 years old. Transfer to the National Archives when 30 years old.

Estimated volume on hand: 1 legal size folder/10 years
Estimated annual accumulation: .1 legal size folder

8 ~~Departmental~~ Publications, Releases, Circular Issuances, Publications of other Government Agencies; ~~Legislative~~ Publications and Documents — NN-173-126, item 12

Disposition. Destroy when ~~superseded or~~ no longer needed in current operations.

9 ~~Acknowledgements by other UN Missions of U.S. requests for support of UN Candidates~~ — NN-173-126, item 13

Disposition. Destroy after ~~election~~ has taken place.

10 ~~Acknowledgements~~ by other UN Missions of receipt of ~~U.S. Government~~ publications — NN-173-126, item 14

Disposition. Destroy after 60 days.

11 ~~Briefing~~ Books for U.S. representatives to UN on ~~specific~~ questions or as background for consultations, ~~where~~ material is duplicated elsewhere. — NN-173-126, item 15

Disposition. Destroy after purpose ~~has~~ been served.

12 USUN Press Releases

Master file of press releases issued by the U.S. Mission to the United Nations.

a. Paper records — NC1-84-79-6, item 1a

Disposition. Permanent. Transfer to the National Archives when 30 years old.

Estimated volume on hand: 6 cu. ft.
Estimated annual accumulation: .15 cu. ft.

b. Microfilm copies — NC1-84-79-6, item 1b(1)

Disposition. Destroy when no longer needed for reference purposes. — NC1-84-79-6, item 1b(2)

13 UN Documents

Selected documents (including UN classified) of UN Main Councils, i.e. the General Assembly, Security Council, Trusteeship Council and the Economic and Social Council. The General Assembly and Security Council series are complete. The Economic and Social Council series is complete from E/3295 on. The other series are not complete.

WNRC Disposition. Permanent. Transfer to FRC ~~(Bayonne)~~ when no longer needed for reference. Transfer records dating through 1963 to the National Archives in 1997. Transfer other records along with related block of Central Subject Files (i.e. when 30 — SUPERSEDED BY NI-084-93-5, item 1

years old).

Estimated volume on hand: 434 cu. ft.
Estimated annual accumulation: 14 cu. ft.

RESOURCES MANAGEMENT

14 ~~UN~~ Applicants File — NC1-84-78-2

Correspondence ~~and~~ forms regarding employment at UN headquarters.

Disposition. Destroy 2 years after ~~case~~ becomes inactive.

15 ~~General~~ Inquiry File — NC1-84-78-2, item 1

Correspondence from persons requesting general information regarding employment with international organizations, including requests for information on location of specific organizations, field office, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc. Arranged in alphabetical order by name of individual inquirer.

Disposition. Destroy when 2 years old, or sooner if no longer needed.

HOST COUNTRY ~~RELATIONS~~ AFFAIRS

16 Host Country ~~Relations~~ AFFAIRS General File

Consists of correspondence, reports and other documentation concerning operations and procedures affecting personnel of UN and related organizations, host country problems and visa regulations and instructions. Records containing substantive information are forwarded to ~~Reference and Research Section~~ RESEARCH UNIT to be included in the permanent USUN Central Files.

Disposition. Destroy when 5 years old, or when no longer needed.

17 Host Country Files — NC-84-76-1, item 8; NN-173-126, item 18b

Consists of documentation on all aspects of problems affecting UN Secretariat and Foreign Missions to the UN other than traffic and tax problems. Arranged by country/mission. Records containing substantive information are forwarded to Reference and Research Section to be included in the permanent USUN Central Files.

Disposition. Destroy when 5 years old or when no longer needed.

18 Host Country Administrative Files

Subject file pertaining to USUN host country administrative and management issues, including goals and objectives, inspections, status reports, etc.

Disposition. Block files by year. Destroy when 3 years old.

19 Accreditation Files

a. Cardex Files containing name and photograph of personnel for all foreign Missions to the UN. This file complements the OFMIS files — NN-173-126, item 35

Disposition. Destroy when purpose has been served.

b. OFMIS - Computerized Information System — GRS 20, Item 5

A multi-file-on-line system providing information support to M/OFM, Office of Protocol, the Interagency Liaison Group as well as to USUN. The modules include biographic information and level of diplomatic privilege and immunity for all personnel listed in the cardex file. Included is information on other activities of the Mission, including Consular, UN diplomatic staff, their dependents and household staffs, tax, diplomatic motor vehicle and customs functions, etc.

Disposition. Delete information when no longer needed for operational purposes.

c. New Appointments and New Resignations File — NN-173-126, item 24a

Consists of listings of new appointments and resignations received from United Nations Protocol. Listings are filed in chronological order and date from 1954 to the present. Listings contain information for the Secretariat of UN as well as other personnel.

Disposition. Destroy when 20 years old.

d. Country Files on Diplomatic Privileges and Immunities — NN-173-126, item 22

Arranged by country (Mission) containing miscellaneous correspondence with Permanent Missions to the UN regarding individuals entitled to privileges and immunities.

Disposition. Destroy when 3 years old.

20 Diplomatic Incidents File

Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

a. civil law and precedent cases

Disposition. Destroy 2 years after case is resolved or litigation complete or when no longer a precedent.

b. regular cases — NN-173-126, item 32

Disposition. Destroy when 5 years old.

21 UN Missions Property Leases File

Contains copies of leases and related correspondence for foreign mission personnel for mission or office space, mission personnel and ambassadors' residences or for any property owned or leased by UN Missions. Files are arranged by Mission (country).

Disposition. Destroy three years after termination of lease and if any litigation, when it is concluded.

22 Traffic Violation Files

Copies of form letters on behalf of foreign missions to Police requesting the release of towed cars, and concerning incidents involving moving and parking violations.

Disposition. Destroy when 1 year old.

23 Travel Restrictions Files

a. ~~General~~ files including reports of possible ~~violations~~, copies of notes bearing on travel ~~restrictions~~. NN-173-126, item 33a

Disposition. Destroy when 10 years ~~old~~.

b. ~~Travel Requests File~~ NN-173-126, item 33b

Disposition. Destroy ~~when 2 years~~ old.

24 Visa and Immigration General File

Arranged alphabetically by country. Contains information pertaining to visa and immigration matters in general as it relates to the UN and UN Secretariat. Contains mostly cables.

Disposition. Destroy when 1 year old.

25 Extension of Stay Requests NN-173-126, item 27

Requests for extension of stay from UN Secretariat and Foreign Mission to UN including copy of transmittal letter of INS, posted to indicate length of extension.

Disposition. Destroy when 1 year old.

26 Applications for Visas

Looseleaf binder containing copies of applications for NIVs for the UN community. Original forwarded to Department for approval.

Disposition. Destroy 3 months after approval and receipt of Visa.

27 Work Permit Files

Consist of rules, regulations and documentation accumulated in the processing of requests by UN dependents for permission to work as well as name file of individuals requesting permission.

a. Rules, regulations and procedures

Disposition. Destroy when superseded.

b. Name files

Disposition. Destroy 1 year after individual departs from UN.

SECURITY

28 Investigation Files

a. ~~DS-939~~, Report of Investigation, concerned primarily with verification of employment for personnel working at USUN. NN-173-126, item 36

Disposition. Destroy 1 year after termination of employment.

b. Card index

Disposition. Destroy 3 years after case is closed.

29 Reports of Security Violations

Includes reports on Civil Service, excepted and foreign service employees.

Disposition. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18, item 24)

30 Protective Security Files

Includes documentation on the protective security detail provided for the Permanent Representative, and material pertaining to liaison with local police, Secret Service and others. Also includes copies of crank letters (originals sent to Washington).

Disposition. Destroy upon appointment of new Permanent Representative.

31 Security Clearance File

GRS 18, Item 22

Correspondence between USUN, Department of State and Boyer, Pennsylvania, regarding security clearances of USUN employees, including caterers, waiters and any others who may be employed by USUN whether temporary or seasonal. Initial letter requesting security clearance is issued by IO/R. Files are arranged in alphabetical order by name of individuals.

Disposition. Destroy 2 years after separation.

32 Security Background Check File

GRS 18, Item 22

Contains background reports conducted by the USUN and related correspondence primarily on waiters and catering personnel. No reports or correspondence on Department of State employees are included.

Disposition. Destroy 2 years after separation, transfer, or contract relationship expires.

PERSONNEL

33 Personnel General Subject Files — GRS 1, item 3

Correspondence, reports and other documents relating to the administration and operation of personnel functions.

Disposition. Destroy when 3 years old.

34 Temporary Employee Personnel Files — GRS 1, item 10

Folders on USUN employees, containing documents duplicated in or not appropriate for the Office of Personnel Folder which is maintained in PER/MGT/RR.

a. Foreign Service employees

Disposition. Destroy 1 year after separation or transfer of employee.

b. Other employees, including students, interns, contract employees, part time and Excepted Service employees.

Disposition. Destroy 3 years after separation or transfer of employee.

35 SF-50 Chron File — GRS 1, item 14a

Disposition. Destroy when 2 years old.

36 Performance Evaluation File — GRS 1, item 23(4)

Disposition. Destroy 2 years after date of appraisal.

37 Pending Foreign Service Assignments/Detail File

Disposition. Destroy when 3 years old.

38 Service Records Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947. — NC1-84-80-6, item 2

a. Cards on excepted service appointees

Disposition. Retain in USUN Personnel Office until no longer needed for reference use.

b. All others

Disposition. Retain in USUN Personnel Office until no longer needed for reference use or 3 years after transfer or separation, whichever is longer.

39 ~~Staffing~~ Patterns GRS 1, item 7a

Disposition. Destroy when 5 ~~years old.~~

40 Position Description Files

Disposition. Destroy 2 years after position is abolished or description superseded.

41 Applications for employment

a. ~~Letters~~ of inquiry GRS 1, item 15

Incoming ~~letters~~ regarding employment and requesting ~~general~~ information.

Disposition. Destroy when 6 months ~~old.~~

b. Interim file

Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.

(1) Hired applicants

Disposition. Move file into temporary personnel file.

(2) Applicants not hired

Disposition. Destroy 1 year after the most recent communication from applicant.

ADMINISTRATION

42 Administrative Counselor's Subject File

a. USUN Building Files

Disposition. Use Chapter 5, Section 3, of the Records Management Handbook, Appendix B, to screen files.

b. All others

Disposition. Destroy when 5 years old.

43 Housing Files

a. Leases and related correspondence — GRS 15, item 4

Contains copies of leases and correspondence pertaining to the leasing of particular properties to employees. Arranged by property.

Disposition. Destroy 3 years following close of year in which (a) lease termination, lapse or cancellation occurs, or (b) litigation, if any, is concluded.

b. General correspondence file

(1) Contains correspondence not pertaining to a specific property and/or individual to whom it is leased. — GRS 15, item 1

Disposition. Destroy when 2 years old.

(2) Policy File

Consisting of legislation, policy and regulations regarding rent, leases, etc.

Disposition. Destroy when superseded by new legislation, policy and/or regulation.

c. Checks file

Consists of copies of rent checks paid by employees on leased property. Records are kept as verification of payment. Copies are also maintained in the finance office.

Disposition. Destroy when 2 years old.

44 Waldorf Files GRS 15, item 4

An historical records of or leasing arrangements for the Waldorf Towers which is leased for our Ambassador to the USUN.

Disposition. Destroy 3 years following close of fiscal year in which (a) lease termination, lapse or cancellation occurs, or (b) litigation (if any) is concluded, whichever is later.