

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>N1-84-97-1</u>	
1 FROM (Agency or establishment) <u>Department of State</u>		DATE RECEIVED <u>12/22/97</u>	
2 MAJOR SUBDIVISION <u>All Foreign Service Posts</u>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <u>Marrisa Braden</u>	5 TELEPHONE <u>647-6762</u>	DATE <u>1-8-98</u>	ARCHIVIST OF THE UNITED STATES <u>John W. Carl</u>
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 <u>5</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <u>12/18/97</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Kenneth F. Rossner</u>	TITLE 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 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached.</p> <p>This schedule is applicable only to records currently held at posts. It not applicable to records that have already been retired to the Department of State. Nor is it applicable to the permanent files of U.S. missions to international organizations.</p>		

Copy to: NWRW

## **Principal Officers**

Includes files of all Principal Officers and Acting Ambassadors, Charges d'Affaires, Charges d'Affaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

### **1. 010101 Principal Officer's Program Files**

Arranged by subject. Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained by or for the direct use of principal officers at each post.

**DISPOSITION:** Permanent. Cut off at the end of incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-84-91-3, item 1)

### **2. 010102 Chronological Files**

Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained for the direct use of principal officers at each post.

**DISPOSITION:** Permanent. Cut off at end of the incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-84-91-3, item 2)

## **Deputy Principal Officers**

Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

### **3. 010201 Deputy Principal Officer's Program Files**

Arranged by subject. Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained by or for the direct use of deputy principal officers at each post.

**DISPOSITION:** Permanent. Cut off at the end of incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-84-91-3, item 1)

4.

**010202 Chronological Files**

Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained for the direct use of deputy principal officers at each post.

**DISPOSITION:** Permanent. Cut off at the end of the incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old. (N1-84-91-3, item 2)

5.

**010301 Political Program Files**

Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

a. All material other than telegrams, including correspondence, memorandums, notes official-informals, reports, speeches, statements, E-mail messages, diplomatic notes, etc

**DISPOSITION:** Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-84-91-3, item 3)

b Telegrams

(1) Post to post telegrams not transmitted to the Department.

**DISPOSITION:** Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

**DISPOSITION:** Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

**DISPOSITION:** Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE.

**NOTE: The above records under 01301 eligible for retirement may be retired together.**

6.

**010401 Economic Program Files**

Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informals, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

**DISPOSITION:** Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-84-91-3, item 3)

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

**DISPOSITION:** Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

**DISPOSITION:** Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

**DISPOSITION:** Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE.

**NOTE: The above records under 01401 eligible for retirement may be retired together.**

7.

**010402 Top Secret Documents**

Arranged by subject or control number. Consist of telegrams, memorandums, and other material maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

**DISPOSITION:** Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject Files because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old. (N1-84-91-3, item 5)