

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-084-76-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/14/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All other items not listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 7 is superseded by NC1-084-77-01, item 1.

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG-84

LEAVE BLANK	
DATE RECEIVED APR 26 1976	JOB NO.
NC1 - 84-76-4	
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 "with-drawn" in column 10.	
5-4-76, James E. O'Neil Date Acting Archivist of the United States	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
US Mission to the Organization of American States

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Lawrence T. Springer

5. TEL. EXT.
632-8806

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 - 4 - page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

William F. Farrell, Jr.

December 12, 1975 William F. Farrell, Jr.
(Date) (Signature of Agency Representative)

Chief, Records Management Staff
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Quarterly Printout of Non-US Citizens, Staff Members and Their Household Members, General Secretariat of the OAS Required by PL 92539 and PL 291 and containing the following information: employee number, name, address, visa type, employment, grade, step, career date, nationality, termination date, dependent name, relationship, dependent nationality, visa type, birth date and remarks. Alphabetical Listing by surname. DESTROY WHEN SUPERSEDED		
2	Grievance and Complaint File Complaints from diplomatic missions to the OAS as well as complaints by local citizens, businesses, and governments concerning diplomats' traffic violations, customs violations, unpaid bills, rent complaints, etc. a. Settled Cases DESTROY ONE YEAR AFTER SETTLEMENT b. Unsettled Cases RETIRE TO RSC AFTER FIVE YEARS. RETAIN IN RSC UNTIL CASE IS SETTLED.		

Copy to Agency 5-17-76 (Cont'd. on page no. 2)

15 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓3.	<p>Change of Visa Status Correspondence File</p> <p>Correspondence regarding requests for change of status of personnel belonging to the OAS Secretariat and Foreign Missions to the OAS.</p> <p>DESTROY WHEN THREE YEARS OLD.</p>		
✓4.	<p>Foreign Mission Protection Files</p> <p>Correspondence, reports and other documentation concerning demonstrations, bombings and other hostile acts taken or threatened against Foreign Missions to the OAS.</p> <p>DESTROY WHEN FIVE YEARS OLD.</p>		
✓5.	<p>Tax Exemption Files</p> <p>Exemption requests and related correspondence pertaining to personal income, real estate, sales, etc. by OAS Mission Members. Original requests, copies of which are sent to the Office of Protocol for action.</p> <p>DESTROY WHEN FIVE YEARS OLD.</p>		
✓6.	<p>OAS Applicant File and Employment Inquiries File</p> <p>Correspondence and forms in the form of original letters and replies to US citizens regarding employment with the OAS and/or the Department of State.</p> <p>DESTROY WHEN THREE YEARS OLD.</p>		
✓7.	<p>Foreign Mission Representatives Case File</p> <p>Contains general biographic data, reports and other documentation concerning Foreign Mission personnel or groups.</p> <p>DESTROY WHEN PURPOSE HAS BEEN SERVED.</p>		

(cont'd. on page 3)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 8.	<p>Privileges and Immunities of OAS Mission Personnel File</p> <p>Requests for Departmental approval of diplomatic privileges and immunities for foreign mission personnel. Copies of requests are transmitted to S/CPR for action by memorandum from USOAS.</p> <p>a. Completed Cases (termination notice received)</p> <p>DESTROY ONE YEAR AFTER RECEIPT OF TERMINATION NOTICE.</p> <p>b. Incomplete or Problem Cases</p> <p>RETAIN FOR THREE YEARS AFTER DEPARTURE, THEN DESTROY.</p>		
✓ 9.	<p>General Hostship Matters File</p> <p>Routine correspondence of an administrative nature, including correspondence with the OAS General Secretariat concerning information to be distributed to the other OAS missions, Congressional and public inquiries regarding the OAS, and requests for statistical reports and information.</p> <p>a. Items of a recurring nature (annual notices and requests)</p> <p>DESTROY WHEN TWO YEARS OLD.</p> <p>b. Items of important historic or precedent nature</p> <p><i>Transfer to RSC when 10 years old. PERMANENT.</i></p> <p>RETIRE AFTER TEN YEARS TO RSC OFFER TO NATIONAL ARCHIVES AFTER TWENTY YEARS <i>old.</i></p> <p><i>when</i></p>		
✓ 10.	<p>Case Files - US Citizens Employed in the OAS (Present and Former)</p> <p>This material, which represents approximately one file drawer of records, contains correspondence with the OAS regarding the transfer or detail of Federal Government employees to the organization for specified periods; resumes, interoffice memorandums, memorandums of conversation, correspondence (including original letters from the employees, Congressmen, attorneys, and interested individuals) and replies regarding employment matters of US citizens who are present or former staff members of the OAS General Secretariat; and intelligence reports and evaluations from the FBI, CIA, and IOELB regarding the conduct of US citizens employed by the OAS, or under</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>consideration for employment.</p> <p>a. Copies of intelligence reports, evaluations, and related materials.</p> <p>DESTROY. <i>immediately.</i></p> <p>b. Active Cases, including files on US citizens currently employed in the OAS and on former employees which are incomplete and/or contain unsettled problems.</p> <p>DESTROY THREE YEARS AFTER SEPARATION OF EMPLOYEE OR TERMINATION OF CASE.</p> <p>c. Inactive cases on US citizens whose appointments with the OAS have been terminated.</p> <p>DESTROY THREE YEARS AFTER SEPARATION OF EMPLOYEE.</p>		