


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-573-08-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/24/07</i>	
1. FROM (Agency or establishment) United States Institute of Peace		NOTIFICATION TO AGENCY	
1. MAJOR SUBDIVISION Task Force on UN Reform		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MINOR SUBDIVISION			
3. NAME OF PERSON WITH WHOM TO CONFER Christopher De Paola	4. TELEPHONE NUMBER 202-429-3800	DATE <i>3/17/08</i>	ARCHIVIST OF THE UNITED STATES <i>Alan W...</i>
<p>5. AGENCY CERTIFICATION</p> <p>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>1</u> page(s) are not needed now for the business for 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE <i>10-24-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>DIRECTOR ADMINISTRATION</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">RECORDS OF THE TASK FORCE ON UN REFORM</p> <p align="center">(SEE ATTACHED)</p>		
<i>22 4/4/08 copies sent to agency, NWMB, NWME, NWTE, NWTF</i>			

Item 1

EMPLOYEE FILES.

Travel vouchers, reimbursements, and compensation agreements for work of USIP employees.

Accumulation: 1 cubic foot

Disposition: **Temporary.** Destroy when six years old.

Item 2

TASK FORCE TRAVEL FILES

Travel arrangements for visits of task force members to other countries including correspondence, itineraries, travel authorizations, country briefings and overviews, country reports, and related information.

Accumulation: 1 cubic foot

Disposition: **Temporary.** Destroy when six years old.

Item 3

TASK FORCE BACKGROUND FILES.

Included are background materials on the task force, recruitment of task force members, requests for support, talking points, requirement for membership, experts/members biographical material, and disclosure statements of work to the United Nations.

Accumulation: 1 cubic foot

Disposition: **PERMANENT.** Transfer to the National Archives immediately.

Item 4

BUDGET FILES.

Included are status of funds, payment vouchers to Brookings Institution, Council on Foreign Relations, Center for Strategic and International Studies, Heritage Foundation, reimbursements for travel and expenses for task force experts and panel members, payments to individual for services, and vendors.

Accumulation: 1 cubic foot

Disposition: **Temporary**. Destroy six years and three months after final payment.

Item 5

FINAL REPORT.

Included are substantive drafts and copies of final report and follow on report. Also included individual task force group drafts and edits.

Accumulation: 4 cubic feet

Disposition: **PERMANENT**. Transfer to the National Archives immediately.

Item 6

TASK FORCE MEETING AND BRIEFING BOOKS.

Briefing materials prepared for task force and expert working group meetings, including briefing books, agendas, and travel preparation.

Accumulation: 4 cubic feet

Disposition: **PERMANENT**. Transfer to the National Archives immediately.

Item 7

CONGRESSIONAL HEARING FILES.

Briefing materials prepared for Congressional hearings. Including briefing books, transcripts and task force recommendations.

Accumulation: 1 cubic foot

Disposition: **PERMANENT**. Transfer to the National Archives immediately.

Item 8

ELECTRONIC PROGRAM RECORDS.

E-mail with attachments, documents, drafts, and other electronic records relating to the work and activities of the UNTF.

Disposition: **PERMANENT.** Transfer
to the National Archives
immediately.