REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER

N1-059-01-23

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

DATE RECEIVED

03/22/02

1. FROM (Agency or establishment)
Department of State

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Bureau of Political-Military Affairs

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Office of Congressional and Public Affairs (PM/CPA)

4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 6-5-02	ARCHIVIST OF THE UNITED STATES John W. Carl

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 ____2____ 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 03/06/02	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe *Margaret G. Peppe*	TITLE Division Chief, A/RPS/IPS/PP

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See continuation pages.		

115-109

Copies Sent to Agency, NWMD, NWMW

BUREAU OF POLITICAL MILITARY AFFAIRS (PM/CPA)

Office of Congressional and Public Affairs

1. Briefing Books

a. Files contain master set of briefing books relating to information prepared for front office principals, consisting of agenda, remarks by the principal, and background papers/issues. Arranged by event. 1999 to present.

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when five years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in five-year blocks. (New item)

b. Electronic copies p roduced on electronic mail and word processing systems.
Temporary. Delete once recordkeeping copy has been pro u e . (New item)

Obsolete: These items reflect a print and file process.
Reported on 2/8/19 by Mark Sgambelterd

2. Chronological Files

a. Files contain CPA generated correspondence for signature and other documentation pertaining to Political Military issues. 1999 to present.

Temporary. Cutoff at end of calendar year. Hold in current file area and destroy when two years. (New item)

b. Electronic copies p roduced on electronic mail and word processing systems.
Temporary. Delete once recordkeeping copy has been produced. (New item)

Obsolete: See above note 2/8/19

3. Congressional Inquiries

a. File contains copies of incoming congressionals and action office responses.

Temporary. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when two years old. Transfer to WNRC when 10 years old. Destroy when 20 years old. (New item)

b. Electronic copies p roduced on electronic mail and word processing systems.
Temporary. Delete once recordkeeping copy has been produce . d (New item)

Obsolete: See above note 2/8/19

4. Legislative Referral Memorandum

a. Files include materials from the Office of Management and Budget containing memorandum action from testimonies and upcoming hearings on legislation requesting the clearance and comments from the Department.

Temporary. Cutoff at end of calendar year. Hold in current file area and destroy when two years old. (New item)

b. Electronic copies p roduced on electronic mail and word processing systems.
Temporary. Delete once recordkeeping copy has been produce . d (New item)

Obsolete: See above note 2/8/19

5. Press Guidance

a. Files contain background information on developed questions based on issues covered in the daily media.

Temporary. Cutoff at end of calendar year. Hold in current file area and destroy when two years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

Obsolete: These items reflect
a print and file process.
Reported on 2/8/19 by
Mark Sgambettera