

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-59-07-3	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/4/07	
1 FROM (Agency or establishment) DEPARTMENT OF STATE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Margaret Keapproth	5 TELEPHONE NUMBER 202-663-2170	DATE 8/1/07	ARCHIVIST OF THE UNITED STATES Allen [unclear]
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 _____ 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/4/2007	SIGNATURE OF AGENCY REPRESENTATIVE Margaret J. Pepera		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached pages		
SA 8/15/07 copies sent to Agcy, NWMN, NWME, NWCT			

1. CENTRAL FOREIGN POLICY FILE.

The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation.

- a. **Written Correspondence System.** Text and citations to records in the Written Correspondence system or successor. Records may be on film, image, or other format.

PERMANENT. Transfer to the National Archives on an annual basis when no more than 25 years old after declassification review.

- b. **Telegrams.** Texts and header information of electronically transmitted communications.

1. Records that are Subject TAGSed with only one or more of the Subject TAGS designated as "Temporary" on the attached schedule.

Temporary. Destroy upon expiration of the longest retention period assigned to the Subject TAGS associated with a given record.

2. All other records, including all messages and citations with one or more of the Subject TAGS designated as permanent on the attached schedule.

PERMANENT. Transfer to the National Archives on an annual basis when no more than 25 years old after declassification review. NOTE: Microfilm of telegrams shall be transferred to the National Archives to serve as a backup and to fill gaps in the electronic files.

Continuation Pages
 Request for Records Disposition Authority (SF-115)
 Central Foreign Policy File
 Subject TAGS

ADMINISTRATION "A"			
Subject TAGS: AADP		Title/Description:	Disposition:
Begin: 1980	End: Present	Automated Data Processing. All automated data processing activities, including the installation, ordering and site preparation of data processing equipment, and the coordination of feasibility studies, proposed computer applications and/or changes to enhance existing programs.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: AART		Title/Description.	Disposition
Begin: 1973	End: 1990	Art in Embassy Program. Used for communications relating to the art-in-embassies program, including the loan, placement, or return of art objects at post and coordination of art activities with other Federal agencies and organizations.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AAUD		Title/Description	Disposition
Begin: 1973	End: 1974	Audits. Used for matters concerning internal Department and post and external (contractor, grantee, agreement) audits performed by the Department's audit staff, and self-audits by post personnel.	Temporary. Destroy/delete when 10 years old.

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Subject TAGS		ABLD	Title/Description	Disposition
Begin:	End:	Present	Building and Grounds. Used for the acquisition, management, and operation of U.S. owned or leased facilities and sites both domestic and foreign.	Temporary. Destroy/delete when 10 years old.
1973				
Subject TAGS		ABUD	Title/Description	Disposition
Begin:	End:	Present	Budget Services and Financial Systems. Used for budget planning and presentations, allotments, foreign currency management, exchange rate policy, reimbursements, appropriations, and administrative support for policies and procedures relating to financial systems.	Temporary. Destroy/delete when 10 years old.
1974				
Subject TAGS		ACKM	Title/Description	Disposition
Begin:	End:	Present	COMSEC Key Management. Used for all issues dealing with communications security (COMSEC), keying material and reports.	Temporary. Destroy/delete when 5 years old.
2000				
Subject TAGS		ACLM	Title/Description	Disposition:
Begin:	End:	1980	Claims Against U.S. Government. Used for matters pertaining to claims for damage to or loss of personal property of employees of the Department of State, Agency for International Development, and former U.S. Information Agency incident to the employee's service.	PERMANENT.
1973				

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Subject TAGS: ACMM		Title/Description:	Disposition
Begin: 1976	End: 1980	Committees. Use for matters pertaining to the establishment, operation, administration and duration of advisory, interdepartmental and department committees. The term committee applies to any board, commission, council, conference, panel, task force, or other similar group, or subcommittee or other subgroups thereof. This function includes liaison with the Office of Management and Budget, the Congress, the Library of Congress, Federal agencies of the Executive Branch and the general public.	PERMANENT.
Subject TAGS: ACMS		Title/Description:	Disposition.
Begin: 1977	End: 1980	COMSEC Material. Used for communications discussing (a) shipment and receipt of COMSEC equipment and crypto keying material and publications, including requests for resupply or new issue of such material; (b) opening or closing COMSEC accounts; (c) accountability of COMSEC and COMSEC related material (such as discrepancies in inventory reports, and incorrect preparation of SF-153 forms).	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ACOA		Title/Description.	Disposition.
Begin: 1983	End: Present	Communication Operations and Administration. Covers the installation and operation of domestic and Foreign	Temporary. Destroy/delete when 5 years old.

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		Service post communication lines and facilities and the management of COMSEC material.	
Subject TAGS: ACOM			
Begin:	End:	Title/Description. Departmental Communications. Used for matters relating to communications (telegraphic and pouch).	Disposition Temporary. Destroy/delete when 5 years old.
1973	1976		
Subject TAGS: ACOU			
Begin:	End:	Title/Description Courier Operations. Use for all matters pertaining to courier operations and schedules, including arrangements for non-pro couriers.	Disposition Temporary. Destroy/delete when 5 years old.
1977	1980		
Subject TAGS: ADCO			
Begin:	End:	Title/Description: Diplomatic Courier Operations. The safe hand delivery of classified or sensitive material under diplomatic seal and in the custody of a diplomatic courier.	Disposition: Temporary. Destroy/delete when 2 years old
1989	Present		
Subject TAGS: ADPM			
Begin:	End:	Title/Description: Diplomatic Pouch and Mail. Covers the management and operation of the Department's diplomatic pouch and mail system.	Disposition Temporary. Destroy/delete when 2 years old
1989	Present		

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Subject TAGS		Title/Description.	Disposition.
ADTO			
Begin:	End:		
1977	1980	<p>Domestic Telecommunications Operations. Used for communications discussing all aspects of telecommunications operations within the contiguous United States except those at the U.S. Mission to the United Nations, N.Y. Included is, (a) correspondence with other departments and agencies regarding arrangements for handling information interchange (in electrical form); (b) correspondence with the Department regarding telecommunications services within the Department of State building and its annexes in the Washington area e.g., secure voice, secure facsimile, telegrams, Electrical Advanced Distribution System (EADS) service.</p>	<p>Temporary. Destroy/delete when 5 years old.</p>
Subject TAGS: AEMR		Title/Description:	Disposition:
Begin:	End:		
1973	Present	<p>Emergency Planning and Evacuation. Includes measures and actions implemented to protect U.S. personnel, citizens, property and information, especially related to crisis situations.</p>	<p>PERMANENT.</p>
Subject TAGS: AFAC		Title/Description:	Disposition.
Begin:	End:		
1977	1980	<p>Commo & Records Unit/Combined Commo Centers (CRU/CCC). Used for communications discussing (a) the physical arrangements of the Post's communications center, including alterations, renovations, or new building</p>	<p>Temporary. Destroy/delete when 5 years old.</p>

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		plans (also use ABLD where appropriate); (b) TEMPEST aspects of such facilities; (c) technical security aspects of the facilities; (d) telecommunications equipment installations including shipment and storage of materials , arrival of TDY installation and training personnel and other logistics matters related to such installations; (e) EMSEC aspects of equipment installed or proposed for use at Posts.	
Subject TAGS	AFIN	Title/Description.	Disposition.
Begin: 1973	End: Present	Financial Management. The fiscal operations of the Department, Foreign Service Posts, and other federal agencies.	Temporary. Destroy/delete when 10 years old.
Subject TAGS	AFOP	Title/Description.	Disposition
Begin: 1977	End: 1980	FS Post COM Center Operations & Administration. Use for communications: discussing (a) ComCenter Standing Operating Procedures; (b) Telecommunications procedures including Telecommunications Handbook (TCH) and FAM regulations relating to communications operations (see also AREG); (c) communications security (COMSEC) procedures and regulations including S/KAG and COMSEC violations and compromises; (d) CRU personnel training matters (see also AFSP /AFSI, and APER); crypto-clearances.	Temporary. Destroy/delete when 5 years old.

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Subject TAGS		Title/Description:	Disposition
AFSI			
Begin: 1973	End: Present	Foreign Service Institute. The administration of training programs in support of Department and Foreign Service personnel.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AFSN		Title/Description:	Disposition:
Begin: 1986	End: Present	Foreign Service National Personnel. The administration and support of the interagency Foreign Service National (FSN) personnel system.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: AFSP		Title/Description:	Disposition
Begin: 1973	End: 1980	Post Administration. Includes all matters relating to post-held funds (all allotments issued by regional bureaus) such as (a) allowances, (b) automotive operating expenses, (c) budget, (d) buildings - operating expenses of government-held buildings and short-term (less than 10 years) lease matters, (e) communications and records expenses (f) contractual and miscellaneous expenses, (g) financial plans, (h) local salary costs, (i) reimbursement, (j) shared administrative support, (k) supplies and equipment (see also ASUP) and (l) travel and transportation expenses (see also APER and ATRN). Matters related to post personnel management; position classification and compensation, staffing pattern and	Temporary. Destroy/delete when 10 years old.

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		complements (including U.S. Marine Guard complements), separate maintenance allowance applications, rest and recuperation eligibility and travel, authorization for travel and shipment of effects (for medical travel use AMED).	
Subject TAGS: AGAO		Title/Description:	Disposition:
Begin: 1976	End: Present	General Accountability Office. Covers all matters related to the U.S. General Accounting Office (GAO) activities.	PERMANENT.
Subject TAGS: AINF		Title/Description:	Disposition:
Begin: 1973	End: Present	Information Management Services. Includes the management of documents, publications and regulations; including the creation, organization, format, acquisition, disposition, and use of information and records. Also includes the administration of post reporting program and electronic documents.	PERMANENT.
Subject TAGS: AINR		Title/Description:	Disposition:
Begin: 1973	End: Present	INR Program Administration. Covers the administrative and procedural aspects of INR programs.	PERMANENT.
Subject TAGS: AINT		Title/Description:	Disposition:
Begin: 2000	End: Present	Internet Administration. Used for administration matters relating to the	Temporary. Destroy/delete when 5

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		installation, operation, and management of Internet in the Department and posts abroad.	years old.
Subject TAGS: ALIB			
Begin: 1973	End: 1974	Title/Description: Library Services. Used on messages concerning Departmental Library Services available to posts for official staff (non-USIA) use, including; (1) guidance and technical assistance to post reference and commercial libraries; (2) Post requests for Departmental reference or bibliographic services, (3) procurement, discontinuance or changes in quantity of published material.	Disposition. Temporary. Destroy/delete when 5 years old.
Subject TAGS: ALLOW			
Begin: 1973	End: Present	Title/Description: Allowances. Covers the implementation of regulations designed to compensate U.S. employees for the added cost of serving abroad.	Disposition Temporary. Destroy/delete when 10 years old.
Subject TAGS: ALTR			
Begin: 1973	End: 1974	Title/Description: Newsletter. Used on messages for submitting stories, pictures, ideas, and suggestions for publication in the newsletter to acquaint departmental employees at home and abroad with developments, which may affect operations or personnel.	Disposition: PERMANENT.

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Subject TAGS: AMED		Title/Description:	Disposition
Begin: 1973	End: Present	Medical Services. Messages include medical administrative arrangements, treatments, and hospitalization of U.S. employees and their dependents.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: AMGT		Title/Description:	Disposition:
Begin: 1974	End: Present	Management Operations. The management and organization of the Department and overseas posts and other U.S. agencies.	PERMANENT.
Subject TAGS: AMTC		Title/Description:	Disposition.
Begin: 1977	End: Present	Telecommunications Equipment Maintenance. Covers the routine maintenance or emergency repair of telecommunications equipment.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ANET		Title/Description:	Disposition
Begin: 1977	End: Present	Communications, Circuits, and Networks. Covers the acquisition, cancellation and leasing of all types of voice communication equipment (including facilities) and telecommunication circuits and networks.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AODE		Title/Description:	Disposition.
Begin: 1976	End: Present	Overseas Employees. The reporting of the numbers of employees overseas that are funded by the U.S. Government.	PERMANENT.

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Subject TAGS: AOMS		Title/Description:	Disposition
Begin: 2000	End: Present	Office Management Specialist Issues. Use for the administration and support of the Departments Foreign Service Office Management Specialist Corps.	Temporary. Destroy/delete when 15 years old.
Subject TAGS: AORC		Title/Description:	Disposition:
Begin: 1983	End: Present	International Organizations and Conferences. The structure and management of international or regional organizations and conferences.	PERMANENT.
Subject TAGS: AORG		Title/Description:	Disposition:
Begin: 1973	End: 1980	International Organization Administration Use for messages concerning administrative and financial matters in international organizations, messages concerning background investigations of U.S. citizens employed by or seeking employment with international organizations; transmittal of U.S. Treasury checks for payment of U.S. contributions, authorizations to expend, and request for information. Also use for messages concerning candidates proposed by other countries for positions in international organizations.	PERMANENT.
Subject TAGS: APCO		Title/Description:	Disposition:
Begin:	End:	Pouch and Courier Operations. Covers the	Temporary.

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1983	1988	transport of information by courier or mail pouch.	Destroy/delete when 5 years old.
Subject TAGS. APCS			
Begin:	End:	Personal Computers. Includes information on all desktop personal computer activities, including the installation, maintenance, funding, site preparation, training and procedures for the operation desktop personal computer equipment; and the funding, distribution, training and use of "commercial off-the-shelf" (COTS) desktop personal computer software.	Disposition Temporary. Destroy/delete when 10 years old.
1995	Present		
Subject TAGS APER			
Begin:	End:	Personnel. The administration and support of the Department's Civil and Foreign Service personnel.	Disposition: Temporary. Destroy/delete when 15 years old.
1973	Present		
Subject TAGS APOU			
Begin:	End:	Mail and Pouch. Used for communications concerning all matters pertaining to contents, scheduling, routing, and tracing delays of pouch dispatch and APO/FPO service. This encompasses both unclassified and classified pouches.	Disposition: Temporary. Destroy/delete when 5 years old.
1977	1980		
Subject TAGS. APUB			
Begin:	End:	Publishing, Printing & Distribution. Used for messages concerning printing and	Disposition: Temporary. Destroy/delete when 5
1973	1980		

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		distribution of Departmental publications to posts, including request for copies of the Foreign Affairs Handbook (FAH), Foreign Affairs Manual Circulars (FAMCs), various technical handbooks, and related technical handbooks, and related transmittal letters, inquires regarding the availability of specific publications, and requests for changes in the distribution pattern. Also used for submission of data for revision, and distribution of the Biographic Register, Foreign Service List and key officers of Foreign Service Posts.	years old.
Subject TAGS: AREC		Title/Description:	Disposition:
Begin: 1973	End: 1980	Commissary and Recreation. Used for matters concerning the establishment, maintenance, and operation commissary and mess service (including snack bars) and recreation facilities at posts.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AREG		Title/Description:	Disposition:
Begin: 1973	End: 1980	Regulations and Directives. Used on messages inquiring about or suggesting changes in Foreign Affairs Manuals, handbooks, Manual Circulars, and the Correspondence Handbook. For changes in distribution of or additional copies of these publications use APUB. Use ALOW for inquiries, including requests for copies, regarding the Standardized Regulations.	Temporary. Destroy/delete when 5 years old.

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Subject TAGS: ASAF		Title/Description:	Disposition:
Begin: 1973	End: 1974	Safety. Includes (1) accident prevention program, including driver and vehicle safety, (2) any accident involving injuries to post personnel or contractor employees, (3) damage to equipment, materials, or property owned or leased by the Department, (4) damage to non-government property as specified in 6 FAM 610.1.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: ASCH		Title/Description:	Disposition:
Begin: 1973	End: Present	U.S. Sponsored Schools. Messages dealing with elementary and secondary education for dependents of U.S. Government employees outside the United States.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ASEC		Title/Description:	Disposition:
Begin: 1973	End: Present	Security. The development, coordination, or administration of security policies and programs.	PERMANENT.
Subject TAGS: ASIG		Title/Description:	Disposition:
Begin: 1976	End: Present	Inspector General Activities. Includes activities of the Inspector General's office including investigations of waste, fraud, and mismanagement; audits, domestic and overseas inspections. These cover Department functions, overseas posts and missions, other agency programs, contracts, and grants.	PERMANENT.

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Subject TAGS: ASUP		Title/Description:	Disposition:
Begin: 1973	End: Present	Supplies and Equipment. The acquisition of supplies, services, equipment, and official vehicles. Also use for issues concerning procurement and supplies.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: ATRN		Title/Description:	Disposition:
Begin: 1973	End: Present	Transportation Service. Messages about the shipment of personal effects, supplies and equipment, tracing of those items, and travel regulations interpretation.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: AVCE		Title/Description:	Disposition:
Begin: 1977	End: 1980	FS Post Voice Communications Facility. Used for discussing (a) post telephone, intercom and voice radio systems in all respects except maintenance (for all maintenance, repair or emergency service matters use AMTC); (b) all aspects of secure voice or limited voice protection service except for maintenance which should use AMTC.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AWPR		Title/Description:	Disposition:
Begin: 1980	End: 1994	Word Processing. Covers the installation, maintenance, funding, training and procedures required for the operation of word processing equipment.	Temporary. Destroy/delete when 2 years old.

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Subject TAGS: AWRD		Title/Description:	Disposition:
Begin: 1973	End: 1980	<p>Awards. Used for matters concerning: (1) employee suggestions that fall outside the jurisdiction of the country committee to approve; (2) nominations for recommendations of post personnel for Department honor awards (except meritorious) , other Federal and non-Federal performance awards exceeding \$500 and nominations for Scrolls of Appreciation not within the jurisdiction of the Chief of Mission to approve. (3) request for scrolls; (4) Vietnam award for civilian employees; (5) safe-driving awards; (6) diplomatic courier awards.</p>	<p>Temporary. Destroy/delete when 5 years old.</p>

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BUSINESS AFFAIRS
"B"

Subject TAGS: BAGB		Title/Description:	Disposition:
Begin: 1976	End: 1980	Agribusiness. Used for all reporting on agribusiness developments and the possible application of American Technology and products to these projects. Includes projects where there is a need for engineering design, consulting, U.S. investment, venture capital, or planning services as well as equipment and construction in the agriculture field.	PERMANENT.
Subject TAGS: BBAK		Title/Description:	Disposition:
Begin: 1973	End: 1980	Background on Firm, Products and Individuals. Used for communications giving or requesting background, financial responsibility, general reputation, and organization of a specific U.S. company or individual. Also used for communications regarding a specific product of an U.S. company, individual, or trade association.	PERMANENT.
Subject TAGS: BBCP		Title/Description:	Disposition:
Begin: 1974	End: 1974	Business Consultation Program. Used for communication between Washington headquarters (State, Commerce, AID, etc.) and posts abroad concerning consultations with business. Also used for communications regarding meetings for visiting foreign dignitaries with leading	PERMANENT.

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		U.S. businessmen.	
Subject TAGS: BBSR			
Begin:	End:	Title/Description:	Disposition:
1974	Present	Business Services Reporting. Messages contain information provided as a service to the business community, including acquisition of publications, and response to unanswered inquiries or requests.	PERMANENT.
Subject TAGS: BDIS			
Begin:	End:	Title/Description:	Disposition:
1973	1980	Trade Complaints and Disputes. Used for matters, including follow-ups, concerning a specific trade dispute between an U.S and a foreign business.	PERMANENT.
Subject TAGS: BENC			
Begin:	End:	Title/Description:	Disposition:
1976	1980	BENC - Engineering and Construction Services Early alert and follow-up information planning, design, engineering, construction of major infrastructure and industrial systems projects with potential of \$5 Million or more in U.S. services fees and equipment exports. Opportunities for consulting contracts having follow-on major project engineering, construction potential. Activities of IBRD, UNDP, and other IFI's and third-country financing possibilities related to major projects. National development plans and budgets	PERMANENT.

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		encompassing major projects. USG supportive efforts for firms seeking major project contracts - e.g., Embassy representations, task force visits overseas. Travel to U.S. by prospective clients for U.S. engineering, construction services.	
Subject TAGS: BEXP		Title/Description:	Disposition:
Begin: 1973	End: Present	Trade Expansion and Promotion. Messages contain information related to efforts to promote trade and other commercial activities including specific proposals and inquiries to establish trade relations.	PERMANENT .
Subject TAGS: BFOL		Title/Description:	Disposition:
Begin: 1973	End: 1980	Follow-up Requests. Contains information used to follow-up on unanswered inquiries or reporting requests and to supply or request help from the field supplementary information lnlyu, on the following types of reports: (1) Commodity, industry, or market report for which Commerce is known to be the major end-user; (2) Investment Opportunity; (3) Licensing, Joint-Venture and Reverse Licensing Proposals; (4) Overseas Business Reports; (5) Trade Contract Survey; (6) Trade Lists; (7) Trade Opportunity, including Tenders; (8) Trade Outlook Articles; (9) World Trade Directory Reports.	PERMANENT .

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Subject TAGS: BGEN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Business Services (General). Use only when more specific indicators in this category do not appear applicable or when it is desired to indicate a relationship between another caption and business services in general.	PERMANENT.
Subject TAGS: BLIB		Title/Description:	Disposition:
Begin: 1973	End: 1974	Commercial Library. Used to request the names of publications in a specific field or details on the contents of a specific publication.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: BMGT		Title/Description:	Disposition:
Begin: 1994	End: Prsent	FCS Management Operations. Used for the management, administration and operation of the Foreign Commercial Service includes the management of all FCS export promotion programs and FCS export promotion programs and FCS-related personnel issues.	PERMANENT.
Subject TAGS: BPRO		Title/Description:	Disposition:
Begin: 1973	End: 1980	Business Proposals & Inquiries. Used for communications regarding specific proposals by U.S. businessmen for presentation and development by the U.S. Government Trade Mission members; use also for status reports and follow-ups on this subject.	PERMANENT.

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Subject TAGS: BPUB		Title/Description:	Disposition:
Begin: 1973	End: 1980	Use to request purchase or acquisition of publications or subscriptions for Department of Commerce and for Commerce-originated publications. Use also to request the names of publications in a specific field or details on the contents of specific publications.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: BTIO		Title/Description:	Disposition:
Begin: 1974	End: Present	Trade and Investment Opportunities. Used for administrative and operational reporting on opportunities for American business.	PERMANENT.
Subject TAGS: BTOP		Title/Description:	Disposition:
Begin: 1980	End: 1980	Business Trade Opportunities. Used for communications regarding private trade opportunities, foreign government tenders and special handling trade opportunities submitted in accordance with 10 FAM 161 and 162.	PERMANENT.
Subject TAGS: BTRA		Title/Description:	Disposition:
Begin: 1973	End: 1980	Travel by U.S. & Foreign Businessmen. Used for communications regarding travel by businessmen abroad, including itineraries and appointments, information on product line or other business interests, financial status and reputation, etc. Also used to supplement, correct, or reply to	PERMANENT.

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		information forwarded to Commerce or Business Invitation Form IA-244.	
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CONSULAR AFFAIRS

"C"

Subject TAGS: CARR		Title/Description:	Disposition:
Begin: 1977	End: 1980	Americans Arrested Abroad. Used for all matters related to imprisoned Americans. This includes all matters related to offenses, arrests, trial, detention, and release. It should include initial arrest reports, subsequent up-to-date reports, establishment and operation of trust funds for incarcerated Americans and statistical information on arrest cases.	PERMANENT.
Subject TAGS: CASC		Title/Description:	Disposition:
Begin: 1973	End: Present	Assistance to Citizens. Used for Consular services provided by the U.S. to citizens of the U.S. or any other country.	PERMANENT.
Subject TAGS: CDES		Title/Description:	Disposition:
Begin: 1973	End: 1980	Deaths and Estates. Includes matters related to the deaths of U.S. citizens in foreign countries and the disposition of their remains. Also includes matters concerning: (1) U.S. citizens establishing their rights to estates abroad, (2) conservation of the estates of U.S. citizens who die abroad, (3) foreign beneficiaries of U.S. estates.	PERMANENT.

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Subject TAGS: CFED		Title/Description:	Disposition:
Begin: 1973	End: Present	Federal Agency Services. Includes information on liaison services provided by the Department between Federal agencies and recipients of Federal benefits.	PERMANENT.
Subject TAGS: CGEN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Consular Affairs (General). Used for consular matters when none of the more specific indicators is applicable. For example, judicial and legal services performed by consuls, vessel and aircraft services (entry and clearance at Foreign posts), and matters related to consular services performed in connection with civil aircraft accidents.	PERMANENT.
Subject TAGS: CJAN		Title/Description:	Disposition:
Begin: 1986	End: Present	Judicial Assistance and Notarial Services. Used for matters pertaining to Notarial Services and International Judicial Assistance, including the service of judicial and extra-judicial documents and obtaining evidence.	PERMANENT.
Subject TAGS: CLOK		Title/Description:	Disposition:
Begin: 1983	End: Present	Visa Lookout. Used when sending Visa Lookout telegrams for entering, correcting, or deleting names for the Visa Lookout System.	PERMANENT.

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Subject TAGS: CMGT		Title/Description:	Disposition:
Begin: 1986	End: Present	Consular Administration and Management. Used for administrative and operational management of Consular Affairs activities.	PERMANENT.
Subject TAGS: CPAS		Title/Description:	Disposition:
Begin: 1973	End: Present	Passport and Citizenship. Used for Consular matters pertaining to citizenship documentation, including nationality and passports.	Temporary. Destroy/delete when 15 years old.
Subject TAGS: CPRS		Title/Description:	Disposition:
Begin: 1973	End: 1980	Property Protection Service. Includes all matters pertaining to protection ownership, interests, or claims of U.S. nationals to personal or real property, including intangible property in foreign countries. For example, (1) pension claims; (2) foreign bank accounts, securities, currencies; (3) insurance claims; (4) other compensation claims; (5) personal debts; (6) personal property; (7) real estate; or (8) recovered lost or stolen property.	PERMANENT.
Subject TAGS: CVIS		Title/Description:	Disposition:
Begin: 1973	End: Present	Visas. Used for operational, procedural, and administrative functions of visa operations.	Temporary. Destroy/delete when 15 years old.

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ECONOMIC AFFAIRS "E"			
Subject TAGS: EAGR		Title/Description: Agriculture and Forestry. Used to report on cultivating the soil and forest, raising livestock, and producing crops.	Disposition: PERMANENT.
Begin: 1973	End: Present		
Subject TAGS: EAID		Title/Description: Foreign Economic Assistance. Matters relating to foreign economic and technical assistance provided by governments, international organizations, institutions or private individuals.	Disposition: PERMANENT.
Begin: 1973	End: Present		
Subject TAGS: EAIR		Title/Description: Civil Aviation. Information about commercial and private aircraft and air operations, domestic as well as international.	Disposition: PERMANENT.
Begin: 1974	End: Present		
Subject TAGS: EALR		Title/Description: Economic Alert List Report. Use for all communications pertinent to the collection guidance provided in the latest Economic Alert List.	Disposition: PERMANENT.
Begin: 1974	End: 1980		
Subject TAGS: ECEM		Title/Description: Chemical Industry and Products. Use for papers pertaining to the chemical industry	Disposition: PERMANENT.
Begin:	End:		

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1974	1980	and chemical products, except metal elements and petroleum. Covers (1) chemical processing and manufacturing facilities, (2) organic chemicals, (3) inorganic chemicals, (4) synthetic fibers, resins, plastics, elastomers, epoxies, synthetic rubbers, (5) drugs, medicines, antibiotics, vaccines, blood and blood substitutes, miscellaneous remedies and pharmaceuticals, (6) agricultural chemicals, (7) nonmilitary pyrotechnics, (8) paints and other protective coatings, and (9) reagents, catalysts, binary compounds, pitch, creosote and other wood chemicals, glues and adhesives, soaps and other cleaning compounds, waxes and polishes, toiletries and cosmetics, photographic chemicals, industrial micro-organisms and enzymes, water, ice, and miscellaneous chemical products.	
Subject TAGS: ECIN		Title/Description:	Disposition:
Begin:	End:	Economic Integration and Cooperation. Covers efforts by governments, financial institutions, and business firms to form and maintain bilateral or multilateral associations for the purpose of achieving common economic goals.	PERMANENT.
1974	1980 Present per State Dept. email 10/27/09 (P) 10/29/09		
Subject TAGS: ECON		Title/Description:	Disposition:
Begin:	End:	Economic Conditions. Information on the status of a nation's economy.	PERMANENT.
1973	Present		

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Subject TAGS: ECPS		Title/Description: Communications and Postal Systems. Includes information on the efforts of governments, the private sector, or international organizations to manage, regulate, develop, apply, or monitor the methods and means of telecommunication, international communication policy, and the informational aspects of communication.	Disposition: PERMANENT.
Begin: 1986	End: Present		
Subject TAGS: ECRE		Title/Description: Construction, Repair, and Expansion. Used for the construction, expansion, and repair of industrial or other commercial facilities, including housing and construction starts and data, construction of industrial plants, dwellings, sewer projects, flood control and irrigation projects, dams and water conservation or supply projects. Covers construction in progress or planning stages.	Disposition: PERMANENT.
Begin: 1974	End: 1980		
Subject TAGS: ECRP		Title/Description: Scheduled Reporting. Used on all CERP reports.	Disposition: PERMANENT.
Begin: 1973	End: 1986		
Subject TAGS: ECSM		Title/Description: Consumer Affairs. Used for all matters related to consumer affairs, including product labeling, product safety (such as	Disposition: PERMANENT.
Begin: 1980	End: 1980		

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		recall and hazard notices), consumer credit, and undesirable marketing practices. Also applicable to trade-related matters, which may affect product prices, such as changes in tariffs, quotas or other trade policy measures or weather/climatic conditions affecting supplies. Covers government, regulatory agency and private sector actions.	
Subject TAGS: EEWT			
Begin:	End:	Title/Description:	Disposition:
1974	1980	East-West Trade. Used for papers on policies, planning, or programs pertaining to trade and commercial relations with the socialist nations. Covers (1) economic analyses of situations peculiar to East-West trade and commercial relations, (2) studies of market potential for U.S. Trade with the socialist nations, (3) conduct of trade negotiations and trade agreements with the socialist nations, and (4) other substantive matters pertaining to East-West trade and commercial relations.	PERMANENT.
Subject TAGS: EFIN			
Begin:	End:	Title/Description:	Disposition:
1973	Present	Financial and Monetary Affairs. Covers domestic and international financial affairs of governments and private institutions.	PERMANENT.

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Subject TAGS: EFIS		Title/Description: Commercial Fishing and Fish Processing. Includes the breeding and catching of fish and other marine life for commercial purposes.	Disposition: PERMANENT .
Begin: 1973	End: Present		
Subject TAGS: EGEN		Title/Description: Economics (General). To be used when the more specific indicators above do not appear applicable.	Disposition: PERMANENT .
Begin: 1973	End: 1980		
Subject TAGS: EIND		Title/Description: Industry and Manufacturing. Used for the commercial production of goods and services, including the processing of raw materials into manufactured goods.	Disposition: PERMANENT .
Begin: 1973	End: Present		
Subject TAGS: EINT		Title/Description: Economic and Commercial Internet. Includes economic and commercial programs, policies, and issues relating to the Internet. Usually used with such specific Subject Terms as Agreement, Censorship competition, Connectivity, Content, Copyright, Data, Democracy Economic Conditions, Domain Names, Electronic Commerce, Encryption, Free Flow of Information, Information Availability Interconnectivity, Internet, Meeting, Monopoly, Piracy, Policy,	Disposition: PERMANENT .
Begin: 2001	End: Present		

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		Pornography, Privacy, Private Sector, Reporting and Trademark.	
Subject TAGS:	EINV	Title/Description:	Disposition:
Begin:	End:	Foreign Investments. Includes foreign investments made by governments or private enterprise for commercial gain.	PERMANENT.
1974	Present		
Subject TAGS:	ELAB	Title/Description:	Disposition:
Begin:	End:	Labor and Manpower. Includes all aspects of labor and manpower.	PERMANENT.
1973	Present		
Subject TAGS:	ELEC	Title/Description:	Disposition:
Begin:	End:	Noncommunication Electronic Equipment. Use for papers dealing with electrical and electromagnetic equipment, devices and systems, except communications equipment, for which use ETEL. Covers (1) electric motors and other electrical rotating equipment, (2) transformers, switch gear, substation and other electric power transmission equipment and components, (3) electric lamps, light tubes, and electrical wiring devices, (4) batteries, etc., (5) transistors, diodes, semi-conductor materials and equipment, (6) electron tubes, (7) navigation, location and detection equipment and components, (8) electronic countermeasure equipment, (9) electronic data processing equipment and components, (10) telemetering and audio	PERMANENT.
1974	1974		

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		surveillance equipment and (11) miscellaneous electrical and electromagnetic equipment, phonographs, wave tubes, crystals, integrated circuits, amplifiers, etc.	
Subject TAGS: ELTN		Title/Description:	Disposition:
Begin: 1974	End: Present	Land Transportation. Includes all aspects of land transportation.	PERMANENT.
Subject TAGS: EMAE		Title/Description:	Disposition:
Begin: 1974	End: 1974	Machinery and Related Equipment. Used for machinery, equipment, and related accessories for use in industry and agriculture, including facilities for production of such machinery. Covers (1) general purpose machinery and equipment adaptable for use in a variety of industries, (2) specialized equipment designed for use in particular related industries such as agriculture, food processing, paper manufacturing, etc., atomic and nuclear plant equipment and nuclear reactors as a commodity. Office and business machines, except electronic computers.	PERMANENT.
Subject TAGS: EMES		Title/Description:	Disposition:
Begin: 1974	End: 1974	Medical, Engineering, Scientific Equipment. Used for special purpose and precision instruments and equipment designed for the	PERMANENT.

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		medical, dental, scientific, and engineering professions, including facilities for production of such instruments and equipment.	
Subject TAGS: EMIN		Title/Description:	Disposition:
Begin: 1973	End: Present	Minerals and Metals. Includes the exploration, discovery and extraction of minerals and metals.	PERMANENT.
Subject TAGS: ENRG		Title/Description:	Disposition:
Begin: 1973	End: Present	Energy and Power. Includes government and private commercial activities in acquiring and providing energy services from all types of sources.	PERMANENT.
Subject TAGS: ENSD		Title/Description:	Disposition:
Begin: 1980	End: 1980	North-South Dialogue. Used for all economic issues characterized by division along North-South dialogue (developed countries/less developed countries) lines, including such specifics as UNCTAD, International Development Strategy (IDS), Common Fund, Brandt Commission, UN Committee of the Whole (COW), Group of 77, and Technical and Economic Cooperation among Developing Countries (TCDC and ECDC). Also may be applicable to broader issues such as GATT, LOS, and the nonaligned movement. Because ENSD is quite general it must always be accompanied by one or more	PERMANENT.

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		other subject TAGS that reflect subject content as precisely as possible.	
Subject TAGS: EPAP		Title/Description:	Disposition:
Begin: 1974	End: 1980	Plant, Animal and Wood Products. Used for processed and unprocessed plant, animal, and wood products and production or processing facilities. Covers (1) agricultural crops, grains, fruits, nuts, vegetables, plant fibers, oil seeds and stimulant crops, natural rubbers and other industrial or technical crops, (2) processed plant products such as cereals, flours, and other milled products, vegetable oils and fats, canned frozen, or dehydrated plant products, stimulants and beverages, rubber products, including apparel, footwear, tires, and druggist sundries, (3) live animals, livestock, wildlife species, (4) furs, hides, skins, leather, feathers, hair wool, and bristles, (5) meats, animal fats, dairy and poultry products, (6) fibers, textiles, thread, apparel, (7) pulps, pulp and paper products, paper building products, (8) forest products, millwork, plywood, veneers, cork, cork products and miscellaneous wood products (for wood chemicals, use ECEM), and (9) miscellaneous plant and animal products, ivory, honey, sponges, etc.	PERMANENT.

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Subject TAGS: EPET		Title/Description: Petroleum and Natural Gas. Used for government and private sector activities in the exploration and extraction of petroleum and natural gas.	Disposition: PERMANENT.
Begin: 1980	End: Present		
Subject TAGS: EQIP		Title/Description: Equipment and Machinery. Used for papers dealing with equipment and machinery (with the exception of communications equipment, for which ETEL is used), including facilities for the production of such equipment. Covers (1) electrical and electronic equipment; (2) machinery, equipment, and related accessories for use in industry; (3) machinery and equipment for use in agriculture and related fields; and (4) special purpose and precision instruments and equipment designed for the medical, dental, scientific, and engineering professions.	Disposition: PERMANENT.
Begin: 1976	End: 1980		
Subject TAGS: ESTC		Title/Description: Strategic Trade Controls. Includes all matters related to strategic trade controls and COCOM.	Disposition: PERMANENT.
Begin: 1973	End: 1983		
Subject TAGS: ETEL		Title/Description: Telecommunications and Postal Equipment. Includes radio communications, space	Disposition: PERMANENT.
Begin: 1973	End: 1980		

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		communications, telegraph systems, telephone systems, communication satellites and related communication systems. Also includes matters related to Intelsat.	
Subject TAGS: ETRD		Title/Description:	Disposition:
Begin: 1973	End: Present	Foreign Trade. Includes the exchange of goods between nations.	PERMANENT .
Subject TAGS: ETRN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Transportation Policies. Includes air, land, and water transportation. Also includes rail and highway transportation, civil aviation, inland waterway transportation, marine transportation, pipeline transportation and containerization.	PERMANENT .
Subject TAGS: ETTC		Title/Description:	Disposition:
Begin: 1986	End: Present	Trade and Technology Controls. Used for government efforts to control the transfer of goods (i.e., equipment), services, or technologies. This includes foreign policy trade controls, strategic (National Security) trade controls, munitions controls, general West to East technology transfer issues, and efforts to circumvent U.S. or COCOM controls.	PERMANENT .

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Subject TAGS: EWWT		Title/Description:	Disposition:
Begin: 1974	End: Present	Waterborne Transportation. Used for movement of commercial and private vessels over high seas and inland waterways.	PERMANENT.

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MILITARY AFFAIRS			
"M"			
Subject TAGS: MARR		Title/Description:	Disposition:
Begin: 1973	End: Present	Military and Defense Arrangements. Used for efforts to establish and maintain collective security or other international military cooperation.	PERMANENT.
Subject TAGS: MASS		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Assistance and Sales. Used for government to government transfer, sale, or loan of military equipment, advisers, or services.	PERMANENT.
Subject TAGS: MCAP		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Capabilities. Includes the nonnuclear offensive and defensive ability of the military establishment of a nation or international organization.	PERMANENT.
Subject TAGS: MILI		Title/Description:	Disposition:
Begin: 1973	End: 1980	Military (General). Used when (1) the more specific military TAGS do not apply, and (2) it is desired to show military interest or implications in a subject covered by another TAGS.	PERMANENT.

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Subject TAGS: MMOL		Title/Description:	Disposition:
Begin: 1974	End: 1980	Material, Ordinance and Logistics. Used for military equipment, supplies, ordnance and maintenance, and supply operations and procedures.	PERMANENT.
Subject TAGS: MNUC		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Nuclear Applications. Includes the development and use of nuclear technology for military purposes.	PERMANENT.
Subject TAGS: MOPS		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Operations. Used for declared or undeclared war involving two or more nations.	PERMANENT.
Subject TAGS: MORG		Title/Description:	Disposition:
Begin: 1974	End: 1980	Military Organization and Structure. Used for papers pertaining to the general command structure, organization, and composition of the armed forces of a country. Also covers morale and discipline, military dependents, housing, and military training.	PERMANENT.
Subject TAGS: MPOL		Title/Description:	Disposition:
Begin:	End:	Military Policy and Planning. Used for matters pertaining to a country's general	PERMANENT.

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1974	1980	military policy, except arms control and disarmament, which are covered by PARM. Covers (1) military planning, (2) budgets, (3) show of force, (4) weapons development and employment policy, (5) general mission, (6) defensive and offensive military capabilities, (7) parades, reviews, tours, or visits by armed forces components, aircraft, and vessels, (8) domestic and foreign reaction to military plans and policies, and (9) political position and role of the military.	
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OPERATIONS "O"			
Subject TAGS: OCLR		Title/Description:	Disposition:
Begin: 1973	End: 1980	Military Vessel and Flight Clearances and Visits. Includes clearances for over flight, landing clearances and clearances and arrangements for ship or fleet visits.	PERMANENT.
Subject TAGS: OCON		Title/Description:	Disposition:
Begin: 1973	End: 1980	Conferences and Meetings. Includes administrative and social arrangements for conferences and meetings (e.g., site, time, delegation composition, funding, guest lists, etc.)	PERMANENT.
Subject TAGS: ODIP		Title/Description:	Disposition:
Begin: 1983	End: Present	U.S. Diplomatic Representation. Used for official representational and ceremonial activities of U.S. diplomats and U.S. Government officials; includes all aspects of privileges and immunities. Use for ceremonial activities hosted by U.S. officials.	PERMANENT.
Subject TAGS: OEXC		Title/Description:	Disposition:
Begin: 1973	End: Present	Educational and Cultural Exchange Operations. Includes the administration and operation of educational and cultural exchange programs.	Temporary. Destroy/delete when 2 years old.

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Subject TAGS: OFDP		Title/Description:	Disposition:
Begin: 1983	End: Present	Foreign Diplomats and Foreign Missions. Includes administrative, representational and ceremonial matters related to non-U.S. diplomatic personnel and foreign missions; includes all aspects of privileges and immunities. Used for ceremonial activities hosted by non-U.S. diplomats.	PERMANENT.
Subject TAGS: OGEN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Operations - General. Used for operational messages for which no more specific operations TAGS is available. OGEN may be used alone, or it may be combined with one or more TAGS from Political, Economic, Social, or Technology and Science fields to identify messages that are procedural or facilitative, but which do not fit into a defined "operations" category.	PERMANENT.
Subject TAGS: OIIP		Title/Description:	Disposition:
Begin: 2000	End: Present	OIIP - International Information Programs Includes administrative and operational aspects of international information programs, products, and services that increase international support for U.S. policies and understanding of U.S. society. Often used with specific subject TAGS like Advance Documents Service, Article Alert, Book Donations, Book Fairs, Book reprints,	PERMANENT.

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		Book Translations, Books and Documents List, Computer, Cooperative Agreements , Copyright, Design Services, DVC, Electronic Journal, Grant, Graphic Design, I-Bucks, IRC, IRO, Listserv, Paper Shows, PDQ, Photo Coverage, Photo Rights, Photo Requests, Public Diplomacy, Publication, Reference Requests, Speaker, Technology Partnerships, Teleconference, Translation Requests, Washington file, and Websites.	
Subject TAGS: OPDC		Title/Description:	Disposition:
Begin: 1983	End: Present	Diplomatic Correspondence. Includes correspondence and ceremonial messages between prominent leaders and principal officers.	PERMANENT .
Subject TAGS: OPRC		Title/Description:	Disposition:
Begin: 1983	End: Present	Public Relations and Correspondence. Includes correspondence to and from the public commenting on U.S. policy and foreign incidents, requesting information and speaking engagements, and any other public relations activities. This TAGS includes routine constituent's correspondence such as employment opportunities, requests for photographs, autographs, etc. Also includes press summaries and press conferences, public opinion polls, and the administrative arrangements for press conferences.	PERMANENT .

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Subject TAGS: OREP		Title/Description:	Disposition:
Begin: 1973	End: Present	U.S. Congressional Travel. Includes administrative and operational aspects of travel by Congressmen, congressional staffers, and delegations.	PERMANENT.
Subject TAGS: OSCI		Title/Description:	Disposition:
Begin: 1973	End: Present	Science Grants. Includes the administration of grants and disbursement of funds of U.S. government sponsored research programs.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: OTRA		Title/Description:	Disposition:
Begin: 1973	End: Present	Travel. Includes routine and operational aspects of travel and visits by other than prominent individuals and congressmen.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: OVIP		Title/Description:	Disposition:
Begin: 1973	End: Present	Visits and Travel of Prominent Individuals and Leaders. Includes the administrative and operational aspects of visits of travel of U.S. and foreign leaders and prominent individuals. Use for Assistant Secretary and above or foreign equivalent.	PERMANENT.

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POLITICAL AFFAIRS			
"P"			
Subject TAGS: PARM		Title/Description:	Disposition:
Begin:	End:	<p>Arms Control and Disarmament. Includes efforts by governments to control the acquisition, development, and production of nuclear, biological, chemical, and other advanced weaponry. Also includes the control of efforts by countries to develop nuclear capabilities.</p>	<p>PERMANENT.</p>
1973	Present		
Subject TAGS: PBOR		Title/Description:	Disposition:
Begin:	End:	<p>Boundary and Sovereignty Claim. Used for papers dealing with a state's territory and sovereignty claims, except those pertaining to territorial waters, for which use PLOS. Covers (1) claims to territory, airspace, and outer space, (2) boundary claims, disputes, and incidents, and violations of territory, (3) settlement of boundary claims, (4) boundary commissions and other groups established to adjudicate and settle territorial claims and disputes, (5) boundary surveys and demarcation, (6) reversion, cession, or internationalization of territory, and (7) international structures and rivers.</p>	<p>PERMANENT.</p>
1973	1980		
Subject TAGS: PBTS		Title/Description:	Disposition:
Begin:	End:	<p>National Boundaries, Territories, and Sovereignty. Includes messages about a</p>	<p>PERMANENT.</p>
1983	Present		

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		territory over which dominion is exercised.	
Subject TAGS: PCAT			
Begin:	End:	Title/Description:	Disposition:
1980	1980	Conventional Arms Transfer. Used to cover conventional arms transfer issues including (1) bilateral or multilateral consultations among states regarding a policy of restraint in conventional arms transfers; and (2) use of conventional arms transfer by governments as a means to advance toward foreign policy; political, economic or military goals. Covers talks, negotiations, agreements, sales and transfers.	PERMANENT.
Subject TAGS: PDEV			
Begin:	End:	Title/Description:	Disposition:
1973	1980	National Development. Covers matters pertaining to a States independence celebrations, independence gifts and other gifts of a ceremonial nature, nationalism, self-determination, national unification, recognition. For central or local government matters see PGOV for independence or national liberation movements, rebellion, insurgency or government overthrow see PINS.	PERMANENT.
Subject TAGS: PDIP			
Begin:	End:	Title/Description:	Disposition:
1974	1980	Diplomatic and Consular Representation. Used for matters pertaining to the ceremonial and protocol aspects of foreign	PERMANENT.

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		relations. Covers (1) accreditation, dual accreditation, agreement, presentation of credentials, (2) diplomatic and consular titles, immunities and privileges, diplomatic and consular lists, (3) establishment, status, or termination of diplomatic and consular representation, <u>persona non grata</u> , expulsion of diplomatic or consular representatives, (4) representation at ceremonial or social affairs, ceremonial messages, greetings, condolences, congratulations, holiday celebrations except independence day celebrations (for which use PDEV), description of diplomatic social affairs, (5) treatment of representatives, police protection harassment, surveillance, detention, or interference, kidnapping, injury, or assassination of diplomatic or consular personnel, and (6) arrivals, departures, temporary absences of representatives, changes of rank or title of representatives.	
Subject TAGS:	PEPR	Title/Description:	Disposition:
Begin:	End:	External Political Relationships. Used for reporting on or assessing the general political relationships between countries, both bilateral and multilateral. Use for those papers that provide a general discussion or assessment of a government's intentions, objectives, plans, possible courses of action, etc., that do not deal with specific TAGS topics in a substantive	PERMANENT.
1980	1980		

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		manner.	
Subject TAGS:	PFOR	Title/Description:	Disposition:
Begin:	End:	<p>Foreign Policy and Relations. Covers bilateral, multilateral and third country relations including relations with dependencies. Includes foreign affairs events, issues, incidents, conversations and visits as well as broad assessments of a country's foreign policy outlook and objectives. Includes relations with international organizations such as membership, membership applications, or withdrawal of membership. Other specific subjects include foreign policy statements or foreign policy position, such as Détente, peaceful co-existence, deterrence, non-alignment, neutralism, neutralization, intervention, hegemony, and sphere of influence. Includes the opening or closing of diplomatic missions or consulates, establishment or interruption of diplomatic relations, diplomatic personnel, consular personnel and their status, title, documentation and treatment or diplomatic privileges. Representational activities, diplomatic protests or demarches.</p>	<p>PERMANENT.</p>
1973	1976		
Subject TAGS:	PGOV	Title/Description:	Disposition:
Begin:	End:	<p>Internal Governmental Affairs. Includes form, structure, and organization of local, provincial, and national governments.</p>	<p>PERMANENT.</p>
1973	Present		

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Subject TAGS: PHS A		Title/Description:	Disposition:
Begin: 1983	End: Present	High Seas Affairs. Includes activities on the High Seas, outside a country's national jurisdiction.	PERMANENT.
Subject TAGS: PHUM		Title/Description:	Disposition:
Begin: 1986	End: Present	Human Rights. The violation of rights attributable to human beings.	PERMANENT.
Subject TAGS: PINR		Title/Description:	Disposition:
Begin: 1973	End: Present	Intelligence. The gathering and reporting of intelligence information, including biographic and background data.	PERMANENT.
Subject TAGS: PINS		Title/Description:	Disposition:
Begin: 1973	End: Present	National Security. Covers a regime's stability, control, or efforts to maintain itself in power, as well as activities and efforts to disrupt or overthrow the established regime by other than normal political activity.	PERMANENT.
Subject TAGS: PINT		Title/Description:	Disposition:
Begin: 1973	End: 1980	Internal Political Relationships. Covers all aspects of a country's conventional domestic politics. Specific subjects include: political parties including communist; party line (including communist doctrine), party organization, nonparty	PERMANENT.

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		blocs and special interest groups; party alliance or coalitions; referendums, elections, election candidates, election results at the local or national level; the electorate and suffrage, and political programs or activities of the regime.	
Subject TAGS: PLOS		Title/Description:	Disposition:
Begin: 1974	End: 1980	Law of Seas Affairs. Use for all matters pertaining to the UN Conference on the Law and the Sea and papers pertaining to territorial waters, continental shelf, the seabed, and rights and interests of states pertaining to them. Covers (1) breadth or extent of territorial waters or the territorial sea limit and disputes, (2) the economic area of the coastal seabed beyond territorial waters, jurisdiction over or claims to such resources, (3) rights and interest or claims of coastal states with respect to the continental shelf, (4) rights and interests of landlocked and shelf locked states, access to ports, maritime rights, (5) rights of innocent passage, (6) transit through and over international straits, (7) peaceful use of ocean space, (8) claims, disputes, dispute settlements relating to territorial waters, the continental shelf, seabed and ocean space, (9) archipelagos islands, and enclosed areas, (10) technology pertinent to exploitation of ocean and seabed resources, other than fish and marine mammals, and (11) regional or other	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		international agreements and arrangements pertaining to the seas.	
Subject TAGS: PMMC			
Begin:	End:	Title/Description:	Disposition:
1980	1980	Munitions Control. Used for all documents relating to administration of the USG program to control the permanent and temporary commercial (non-U.S. Government) exports of implements of war and related technical data. Covers (1) sales promotion, licensing and export of munitions and related technical data; (2) foreign production and sale of munitions manufactured under U.S. manufacturing license and technical assistance agreements; (3) National Disclosure Policy Committee (proposed exceptions to the national disclosure policy and security inspections of foreign government classified storage facilities); and (4) arms smuggling from the U.S.	PERMANENT .
Subject TAGS: PNAT			
Begin:	End:	Title/Description:	Disposition:
1983	Present	National Independence. Covers the emergence of a nation as a sovereign state.	PERMANENT .
Subject TAGS: PORG			
Begin:	End:	Title/Description:	Disposition:
1974	1980	Policy Relations with International Organizations. Used for papers dealing with a country's relations with private and governmental international organizations,	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		except economic integration policy and collective security policy, which are included under ECIN and MARR, respectively. Covers (1) application for membership, membership participation, withdrawal of membership, position on issues before international organizations, (2) reaction to decisions of international organizations, ratification and implementation of or opposition to decisions or programs, and (3) complaints against member and nonmember countries brought before international organizations, support and opposition to such complaints.	
Subject TAGS: PORS		Title/Description:	Disposition:
Begin: 1974	End: 1980	Public Order and Safety. Used for papers dealing with organizations concerned with the protection of life and property. Covers (1) fire protection, (2) local police organizations and activities, (3) civil defense affairs, and (4) emergency and evacuation plans and procedures.	PERMANENT.
Subject TAGS: PPDC		Title/Description:	Disposition:
Begin: 1976	End: 1980	President's Diplomatic Correspondence. Used on all messages that transmits the texts of messages to or from the President and the Vice President of the United States. Generally these are congratulatory, ceremonial, or anniversary diplomatic messages.	PERMANENT.

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Subject TAGS: PREF		Title/Description: Refugees. Covers people who move across borders because of danger to life or fear of persecution.	Disposition: PERMANENT .
Begin: 1986	End: Present		
Subject TAGS: PREL		Title/Description: External Political Relations. Covers the political relations between countries, international or regional organizations both bilateral and multilateral that assess intentions, objectives, plans or possible courses of interaction.	Disposition: PERMANENT .
Begin: 1983	End: Present		
Subject TAGS: PRES		Title/Description: External Research. Used for documents dealing with research programs and studies in the social and behavioral sciences and humanities dealing with international relations, or with foreign areas and peoples, conducted by private scholars in the United States and abroad. Use also for political sensitivity review of proposed Government sponsored research projects (contracts or grants). Do not use for in-house research.	Disposition: PERMANENT .
Begin: 1980	End: 1980		
Subject TAGS: PROP		Title/Description: Propaganda and Psychological Operations. Covers the spreading of ideology, information, or rumor for the purpose of	Disposition: PERMANENT .
Begin: 1974	End: Present		

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		supporting or defaming nations, institutions, causes, peoples or persons.	
Subject TAGS: PSDC			
Begin:	End:	Title/Description:	Disposition:
1976	1980	Secretary's Diplomatic Correspondence. Used on all messages that transmits text of diplomatic messages to or from the Secretary of State, Acting Secretary, or principal officers of the Department	PERMANENT.
Subject TAGS: PTER			
Begin:	End:	Title/Description:	Disposition:
1983	Present	Terrorists and Terrorism. Covers all aspects of terrorism which transcend national boundaries due to the nationality of the perpetrator, victim, place, or the incident.	PERMANENT.

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SOCIAL AFFAIRS "S"			
Subject TAGS: SCOM		Title/Description:	Disposition:
Begin: 1983	End: 1983	Communications Media. Includes the cultural/social or political impact towards the exchange, by any means, of information, knowledge, or ideas.	PERMANENT .
Subject TAGS: SCUL		Title/Description:	Disposition:
Begin: 1973	End: Present	Cultural Affairs. Covers any part or totality of a nation's behavior patterns, arts, beliefs, institutions, or sociology.	PERMANENT .
Subject TAGS: SEDU		Title/Description:	Disposition:
Begin: 1974	End: 1980	Education. Used for documents treating educational systems and institutions. Covers (1) educational policies and programs, (2) educational institutions, (3) levels and types of education provided, (4) teacher training, (5) teaching methods, (6) language training programs, and (7) illiteracy.	PERMANENT .
Subject TAGS: SENV		Title/Description:	Disposition:
Begin: 1973	End: Present	Environmental Affairs. Covers the preservation, deterioration, and conservation of natural and animal resources, the air, water, land, and space environments.	PERMANENT .

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Subject TAGS: SGEN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Social Affairs (General). Used only when the more specific TAGS in this category do not appear applicable.	PERMANENT.
Subject TAGS: SHUM		Title/Description:	Disposition:
Begin: 1974	End: 1983	Human Rights. Used for documents concerning the rights attributable to individuals as human beings. Covers (1) organizations concerned with human rights, (2) programs and policies established to insure the availability of human rights, (3) violations of human rights, (4) discrimination on the basis of race, religion, color, sex, or age, (5) slavery, (6) condition and status of youth, women, and children, and (7) pogroms, genocide, mass deportations, ethnic and color relations, including apartheid.	PERMANENT.
Subject TAGS: SMIG		Title/Description:	Disposition:
Begin: 1995	End: Present	Migration. Covers the legal or illegal movement of people across borders, border control and the treatment of aliens by receiving states.	PERMANENT.
Subject TAGS: SNAR		Title/Description:	Disposition:
Begin: 1973	End: Present	Narcotics. Covers the illegal production, distribution, and use of narcotic drugs.	PERMANENT.

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Subject TAGS: SOCI		Title/Description:	Disposition:
Begin: 1973	End: Present	Social Conditions. Covers the conditions and factors that affect the social welfare of a community.	PERMANENT.
Subject TAGS: SOPN		Title/Description:	Disposition:
Begin: 1974	End: 1980	Public Opinion and Information. Used for planned efforts by governmental and private organizations to keep the public informed about their activities. Covers (1) general policies and programs, (2) press conferences, etc., (3) information agencies and officers and their activities, (4) public opinion surveys and polls, (5) statements and view of individuals and groups which do not reflect official policy, (6) public reaction to official information efforts, and (7) use of motion pictures, radio, television, and the press as cultural media or to disseminate information.	PERMANENT.
Subject TAGS: SPOP		Title/Description:	Disposition:
Begin: 1973	End: 1980	Population. Includes population data, population distribution, population movements and vital statistics.	PERMANENT.
Subject TAGS: SREF		Title/Description:	Disposition:
Begin: 1973	End: 1983	Refugees. Includes all refugee matters, e.g., refugee relief, repatriation, and	PERMANENT.

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		refugee resettlement.	
Subject TAGS:	SWEL	Title/Description:	Disposition:
Begin:	End:	Public Welfare. Includes child welfare, disaster relief of all kinds, public health, and other social services.	PERMANENT..
1973	1980		

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TECHNOLOGY AND SCIENCE			
"T"			
Subject TAGS: TATT		Title/Description:	Disposition:
Begin: 1977	End: 1980	Technical Assistance and Technology Transfer. Used for all matters relating to policies and activities of governmental and private organizations involved in technical assistance activities and the transfer of technology.	PERMANENT.
Subject TAGS: TBIO		Title/Description:	Disposition:
Begin: 1973 (10) 10/22/09	End: 1977 Present per State Dept email 10/27/09	Biological and Medical Science. Includes the anatomy, physiology, chemistry, and psychology that affect living organisms and the mechanisms of their expression.	PERMANENT.
Subject TAGS: TECH		Title/Description:	Disposition:
Begin: 1973	End: 1977	Technology. Includes technology exchange, specific technologies (i.e., nuclear energy, electric power) and engineering.	PERMANENT.
Subject TAGS: TGEN		Title/Description:	Disposition:
Begin: 1973	End: 1977	Technology and Science (General). Used only when the more specific TAGS in this category do not appear applicable.	PERMANENT.

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Subject TAGS: TINT		Title/Description: Internet Technology. Covers technological issues associated with the Internet.	Disposition: PERMANENT.
Begin: 2000	End: Present		
Subject TAGS: TNGD		Title/Description: Engineering Research and Development. Includes the design, construction, and operation of structures, equipment and systems.	Disposition: PERMANENT.
Begin: 1980	End: Present		
Subject TAGS: TNUC		Title/Description: Nuclear Technology. Used for all papers dealing with nonmilitary nuclear developments. Covers government and private organization activities in research and development. See TATT for exchange of nuclear technology and ENRG for sales and public utilities/services.	Disposition: PERMANENT.
Begin: 1980	End: 1980		
Subject TAGS: TOCY		Title/Description: Oceanography. Used for all matters relating to the marine sciences, including physical, chemical, geological, biological, and geophysical oceanography and related research, technology, and services (e.g., data exchange and ocean monitoring). Covers (1) private and governmental organizations concerned with marine science, (2) marine science policies and programs, (3) international cooperation and	Disposition: PERMANENT.
Begin: 1977	End: 1980		

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		agreements, (4) the quality of the ocean environment, including marine pollution, (5) hydrography, (6) mapping and charting the ocean, (7) seismic sea waves and storm surges (also called Tsunamis and tidal waves), (8) air/sea interaction, (9) ocean engineering, and (10) oceanographic research vessel operations.	
Subject TAGS: TPHY		Title/Description:	Disposition:
Begin: 1973	End: Present	Physical Sciences. Used for research and development in any of the physical sciences.	PERMANENT .
Subject TAGS: TRGY		Title/Description:	Disposition:
Begin: 1980	End: Present	Energy Technology. Used for research and development of energy sources.	PERMANENT .
Subject TAGS: TSPA		Title/Description:	Disposition:
Begin: 1973	End: Present	Space Activities. Covers research and development leading to and resulting in the exploration and utilization of outer space.	PERMANENT .
Subject TAGS: TSPL		Title/Description:	Disposition:
Begin: 1990	End: Present	Science and Technology Policy. Covers government policy and planning for Science and Technology (S&T).	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No: N1-59-07-3

Item Count: 3

SUMMARY

The Department of State submits this schedule to reflect NARA's appraisal of the Subject TAGS used to categorize records in the Central Foreign Policy File (CFPF). Since 1973, the CFPF has consisted primarily of the telegrams exchanged between the Department and Foreign Service Posts in electronic form along with a non-electronic component that preserves memorandums, reports, diplomatic notes and other such documents. The primary means of categorizing and searching the records since 1973 has been through the use of the TAGS/Terms System, the primary feature of which are the Subject TAGS. Subject TAGS identify specific topics found in each document that forms a part of the Central Foreign Policy File. After much deliberation and the carrying out of a pilot project, NARA determined that the best way of separating the permanent and temporary records was through the use of the Subject TAGS as a disposition tool. This schedule designates as permanent those Subject TAGS with sufficient historical and other value to warrant permanent preservation and eventual transfer to the National Archives. Subject TAGS lacking historical value are scheduled for destruction after a specified period of time. Automated telegrams that are categorized with only Subject TAGS designated as temporary are disposable, all other automated telegrams and the Written Correspondence System segment of the CFPF are permanent. The retention periods are adequate from the standpoint of governmental accountability and the protection of legal rights.

We recommend approval of this job

We received no requests for this schedule and associated appraisal. The Department of State's Advisory Committee on Historical Diplomatic Documentation (HAC) endorsed the results of the appraisal at its June 4, 2007, meeting

RECOMMENDATION

- 1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. **Items 1(a) and 1(b)(2)**
- 3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
- 4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not required.

Required — Publication Date 6/25/07
Copies Requested 0
Comments Received 0

WPF
7/27/07

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal JM 2/30	Appraiser	David A Langbert	7/27/07
	Appraiser	Jim D. Fisher	7/27/07
	Appraiser	WMP Fisher	7/27/07
	NWML	Lawrence S. Greener	7/30/2007
Concurrences	NWM	Paul M. Watson, Jr.	07-30-2007
	NW	Michael Kuntz	7-30-07

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

Date June 5, 2007

From David Langbart, William Fischer, Lisa Roberson, NWML

Subject Appraisal of records covered by N1-59-07-3-P

To. NWML

This appraisal covers the Subject TAGS used to categorize records in the Department of State's Central Foreign Policy File. It makes recommendation on which Subject TAGS warrant permanent preservation and eventual transfer to the National Archives and which Subject TAGS lack historical value and should, therefore, be scheduled for destruction after a specified period of time.

Central Foreign Policy File (CFPF)

Since 1907, the Department of State has maintained, in one form or another, a true central file that contains documentation on United States foreign policy and relations as well as the administration of the Department and its significant activities in support of American business and American citizens abroad. Over time, the Central Foreign Policy File has contained telegrams, despatches, airgrams, memoranda, correspondence, reports, diplomatic notes, and other related material. Since 1973, the CFPF has consisted primarily of the telegrams exchanged between the Department and Foreign Service Posts in electronic form, although there is a non-electronic component that preserves memorandums, reports, diplomatic notes and other such documents. The primary means of categorizing and searching the records since 1973 has been through the use of the TAGS/Terms¹ System, the primary feature of which are the Subject TAGS.

Subject TAGS

Subject TAGS are four-letter acronyms that identify specific topics found in each document that forms a part of the Central Foreign Policy File. Every document must have at least one Subject TAGS, although as many Subject TAGS as are appropriate may be used. For example, the Subject TAGS AEMR falls in the

¹ TAGS stands for **T**raffic **A**nalysis by **G**eography and **S**ubject

broad Category of the Administration (AEMR) Subject TAGS and covers the topic Emergency Planning and Evacuation (AEMR).

Up to the present (December 2006), there have been 188 different Subject TAGS in existence at one time or another. At the time the Central Foreign Policy File for the period beginning in 1973 was scheduled, all records under all Subject TAGS were designated as permanent. Since then, a greater understanding of the records and their organization has led to a general conclusion that some of the records are most likely of a temporary nature and should be deleted/destroyed before transfer to the National Archives.

After much deliberation and the carrying out of a pilot project, NARA determined that the best way of separating the permanent and temporary records was through the use of the Subject TAGS as a disposition tool.

Sampling Methodology, including Sampling Size

To carry out this appraisal, NARA staff completed a preliminary review of the 188 Subject TAGS that have existed since inception of the system in 1973 and divided them into three broad categories: (1) Subject TAGS that clearly are permanent and do not require further review (see below for more detail); (2) Subject TAGS requiring only minimal review because they clearly relate to facilitative/ housekeeping matters; and, (3) Subject TAGS requiring in-depth review in order to determine whether they should be permanent or temporary.

At the time of review, the Central Foreign Policy File contained over 27 million documents. Because of the more easily searchable nature of the records, the team reviewed only the electronically stored telegrams.

Excluded Subject TAGS

Based on lengthy internal discussions and discussions with the Department of State as well as prior knowledge of and experience with the records in the Central Foreign Policy File, there was a consensus that certain Subject TAGS definitely warrant permanent preservation. These Subject TAGS cover the Department's core reporting on basic foreign policy matters, as well as certain significant subjects, and are of

the highest research interest. The following entire Subject TAGS categories and Subject TAGS were excluded from review:

Subject TAGS Categories	Individual subject TAGS
E (Economic Affairs)	AEMR (Emergency Planning and Evacuation)
M (Military and Defense Affairs)	AMGT (Management Operations)
P (Political Affairs)	AORC (International Organizations and Conferences)
S (Social Affairs)	ASEC (Security)
T (Technology and Science)	CMGT (Consular Administration and Management)
	ODIP (U.S. Diplomatic Representation)
	OFDP (Foreign Diplomats and Foreign Missions)
	OPDC (Diplomatic Correspondence)
	OVIP (Visits and Travel of Prominent Individuals and Leaders)

Review of Records

For each Subject TAGS requiring review, NARA set out to review a specified number of messages, depending upon the level of review and the length of time a given Subject TAGS was in existence.

Years subject TAGS in existence	Minimal Review	In-Depth Review
0-10	50	100
11-20	75	200
21-	100	300

The Department of State provided work stations connected to the system for use by the review team in identifying and reviewing messages. NARA staff determined the total number of messages using each Subject TAGS and using the pre-determined number of messages to review, identified a random sample of messages for review and prepared a data collection form for each message. At the time of review, the sheets were divided among the members of the team in order to ensure that each member of the team reviewed messages for each Subject TAGS.

During the review, information was collected about each message, including source, addressee(s), date, classification, the Subject TAGS under review, other Subject TAGS used on a message, and a brief summary. An indication was made also of the research potential for each message: no research potential, low research potential, medium research potential and substantial research potential (see below for more

detail).

In almost every case, the NARA reviewers curtailed the review of messages when it became clear from review of only a portion of the sample what the proposed disposition would be (i.e., it became clear either that the records are temporary or permanent).

Definition of the Rating Categories

In accordance with NARA appraisal policy as defined in NARA Directive 1441, NARA staff assigned a rating to each message under review based on the archival value of each message. The four possible ratings for each message included: no research potential, low research potential, medium research potential, or substantial research potential. These ratings do not measure significance or insignificance insofar as each message provides documentation of Department of State business activities at some level, but rather they measure the probability of enduring historical and archival value. That is, a low rating does not suggest an absence of archival value, but should simply be understood to mean lesser research potential without reference to other records. Nevertheless, it is also true that a substantial rating obviously suggests a strong probability of enduring historical value.

NARA staff assigned a rating of no research potential to records completely lacking any archival value. These records document routine, facilitative, and transitory matters and clearly lack research value, e.g., a message documenting a routine request from a Foreign Service Post for office supplies.

NARA staff assigned a rating of low research potential to records with historical and archival value, but of a low nature. These records clearly provide evidence of rights, actions of Federal officials, or the national experience, but the extent to which they document such things is low, e.g., a message documenting a Foreign Service Post's basic efforts to support and assist U.S. businesses abroad. Such records may not have much individual value, but when used in conjunction with other records of low research potential or with records of higher research potential, they have value in documenting matters of historical significance. Depending on the overall significance of a Subject TAGS and other considerations (see

Appraisal section below), some Subject TAGS categories that are predominantly low in research value warrant preservation in order to provide the context needed to fully understand other records or to document important agency activities and U.S. foreign relations generally.

NARA staff assigned a rating of medium research potential to records with a high degree of historical and archival value. These records provide solid evidence of our Government's conduct of foreign relations or key agency actions and decisions, e.g., a message discussing the foreign policy implications of changes in military training flights.

NARA staff assigned a rating of substantial research potential to records with obvious historical and archival value. These records provide unquestionably significant evidence of our Government's conduct of foreign relations or key agency actions and decisions, e.g., a message reporting on intergovernmental conversations between the heads of states and foreign ministers.

Appraisal

After completion of the data collection effort, NARA staff analyzed the data collection forms for each Subject TAGS in order to prepare an appraisal and recommendation of which Subject TAGS should be designated as permanent and which should be approved for destruction. There was no set standard, in terms of the number of messages and the level of value that triggered a decision for preservation. Like all appraisal judgments, this determination is subjective. It reflects, in addition to the raw fraction of messages with research potential, such factors as:

1. an assessment of the overall significance of the messages with research potential that use the Subject TAGS under review. Assessing the overall significance of the information contained in a given Subject TAGS was particularly critical for those Subject TAGS where records assigned a "low" rating constituted the bulk of the records designated as having at least some research potential;
2. whether or not information of historical significance is likely to be found in other series of records that are designated as permanent, such as bureau and office files

approved for preservation or the permanent records of other Federal agencies;

3. whether or not messages evaluated as having research value have been assigned to additional Subject TAGS that are proposed as permanent; and

4. whether or not the designation of bureau and office files as temporary rests on the understanding that records in the Central Foreign Policy File will be preserved.

For each Subject TAGS reviewed, NARA staff completed an appraisal form that includes such information as a summary of the subject and contents of messages, the total number of messages, the number of messages reviewed, the number of messages found to have the various levels of research potential, the degree to which messages with a specified subject TAGS are associated with other Subject TAGS, an appraisal recommendation, and a justification for that recommendation. These forms constitute the detailed appraisal of each of the Subject TAGS and are appended.

General Comments

The Subject TAGS in the A (Administration) and O (Operations) categories are generally disparate in nature and rise and fall on their own. The Subject TAGS within the B (Business Affairs) category and within the C (Consular Affairs) category, however, are generally closely related to each other and we believe that a broader understanding of the research potential for them is necessary since these records are of significantly greater importance when viewed collectively rather than individually.

We believe that most of the B Subject TAGS warrant preservation. Although these records do not provide the only source of documentation concerning the subject covered, they do enhance and complement the paper records already scheduled for permanent preservation by documenting economic and business affairs activities at a different stage of the work flow. These messages also provide significant documentation of economic and business affairs activities from the vantage of decentralized business operations (worldwide network of posts and bureaus), but are available in a highly useable centralized format.

From the perspective of current historiographical trends, the B Subject TAGS also provide a valuable source of information pertaining to how international economic relationships are arranged, the basis of these relationships and how they are expressed, and the day-to-day operations and administration of those relationships. Although these records may only provide a limited view of these things, they do offer a viewpoint below that of policymaking elites (e.g., Secretary, Principal Officers, or Trade Representatives) on day-to-day issues relating to how international economic relationships are constructed, conceptualized, and legitimated, a prime concern of recent historiography. This is especially true insofar as these messages document Departmental assistance to U.S. businesses and the development and implementation of policies and actions in international business affairs, as well as the local analysis of trade and commercial affairs performed by posts around the world.

We have concluded that many of the C Subject TAGS also warrant preservation. These messages have the potential to contribute substantially to genealogical research and new scholarly research, especially when viewed collectively, over time, and in the context of a centralized system of electronic records available online. On a day-to-day basis, the Bureau of Consular Affairs issues passports and visas, handles immigration issues, protects the welfare of U.S. citizens and interests abroad, makes determinations about nationality, and performs many other "routine" functions on a global scale. At first glance, these activities may not appear to offer significant evidence of the Department's conduct of foreign relations. Nevertheless, daily tasks relating to citizenship and nationality and protecting U.S. citizens and interests abroad document how ordinary people and private organizations as well as sovereign powers and official figures interact and shape identities and boundaries, primary concerns of recent historiography. Genealogists will also have access to a wider variety of Departmental records on individuals in a highly useable form.

As noted above, we recommend permanent preservation for many of the messages with a B and C Subject TAGS for two basic reasons. These messages offer significant research possibilities when viewed collectively and in light of the highly useable nature of the records. Nevertheless, it should

also be noted that the research possibilities described here merely touch the surface of how future researchers may profitably use these records.

Results of Internal Review

During internal review, a number of the stakeholder units raised issues and questions concerning several of the recommendations of the appraisal. We met in order to discuss those issues and as a result the following changes are being made to the proposed schedule:

1. The following additional subject TAGS are being designated as permanent: ABUD (Budget Services and Financial Systems), ACLM (Claims Against the U.S. Government), AGAO (General Accountability Office), ASIG (Inspector General Activities), BTRA (Travel by U.S. and Foreign Businessmen), and OCON (Conferences and Meetings). Stakeholder Units believe that these records are of enough interest to researchers that they should be preserved.

2. All records constituting the **Written Correspondence System** subcomponent of the Central Foreign Policy File are being designated as permanent. We entered into this appraisal under the theory that the results would be applied to the CFPF across the board (i.e. electronic messages and WCS data). Since NARA will actually have the records to which the WCS data refers, Stakeholder Units made the case that all of that data be designated as permanent.

Department of State Review

After completion of the internal review, NARA sent the draft schedule to the Department of State for review. The Department had a number of questions and concerns so representatives of the two agencies met to discuss them. NARA addressed all of the Department's concerns, but also agreed to conduct a supplemental review of five Subject TAGS for which the Department had reservations about the appraisal recommendation.

Supplemental Review

The supplemental review covered the following five Subject TAGS:

ABUD: Budget Services and Financial Systems
AINF: Information Management Services
AODE: Employees Abroad
AORG: International Organization Administration
OCON: Conferences and Meetings

The appraisal team reviewed a representative sampling of records for each of those categories. Based on this review, NARA determined that the proposed permanent designation for AINF, AODE, AORG, and OCON be retained while the designation of ABUD be changed to temporary.

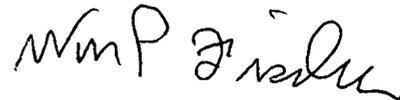
Advisory Committee Review

On June 4, the Department of State's Advisory Committee on Historical Diplomatic Documentation (HAC) took up the issue of the Subject TAGS Appraisal in the Subcommittee on Records Issues and in the full committee. After some discussion, the HAC endorsed the results of the appraisal.

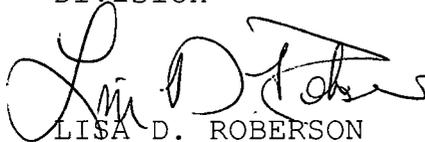
This schedule is now ready for approval.



DAVID A. LANGBART
Life Cycle Management
Division



WILLIAM P. FISCHER
Life Cycle Management
Division



LISA D. ROBERSON
Life Cycle Management
Division

Attachments

ADMINISTRATION

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AADP - Automated Data Processing
Years in Listed 1980 to the present
Total messages with this Subject TAGS 335,408
Number of messages reviewed 100
No research potential 96 **Low** 3 **Medium** 0 **Substantial** 1
Number of messages with no additional Subject TAGS 7
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 335,408 messages with this Subject TAGS. The records covered by this Subject TAGS document all automated data processing activities, including the installation, networking, maintenance, funding, site preparation, wiring, procedures for the operation of automated data processing equipment, and the development, distribution and modification of automated data processing software applications. Over 95 per cent of the messages have no research potential, while about 4 per cent have low or substantial value. Messages that have no research potential document matters such as shipment of computer hardware and software, travel of IT support staff, computer training for staff, requests for new computer equipment, systems and network maintenance and upgrades, guidance in use of word processing systems, correction of hardware and software problems, annual systems security reports, and monthly equipment reports. Messages with low research potential deal with matters such as security issues relating to technical systems and reporting problems with the visa lookout system. The one message with substantial research value is an overview of and review of U.S.-Bahamas fisheries disputes.

Over 90 per cent of the messages are multi-Subject TAGSed, the most common cross references being AMGT, AWPR, and CMGT. There is no relationship between the use of more than one Subject TAGS and research potential; most messages contain more than one Subject TAGS, including some that are recommended for preservation, yet most of these messages are of no research potential. The one message with substantial value is cross referenced to two of the core Subject TAGS (EFIS and PBOR) recommended for permanent preservation and it is clear that the use of AADP is for a secondary or tertiary purpose, not the main subject of the telegram.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AART-Art in Embassies Program

Years Listed 1973-1990

Total messages with this Subject TAGS 4,792

Number of messages reviewed 100

No research potential 88 **Low** 8 **Medium** 0 **Substantial** 0

Number of messages with no additional Subject TAGS 84

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 2

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 4,792 messages with this Subject TAGS. The records covered by this Subject TAGS document communications relating to the art-in-embassies program, including the loan, placement, or return of art objects at post and coordination of art activities with other Federal agencies and organizations. Almost ninety percent of the messages have no research potential, and the remainder have low research potential. Messages that have no research potential primarily document routine administrative aspects of the Art in Embassies Program, such as arranging insurance coverage and packing and shipping exhibitions. The few messages with low research potential deal with matters relating to planning and administering the program and negotiating loans and reproduction rights for U.S. works of art.

Approximately fifteen percent of the messages were multi-Subject TAGSed, while only two of these included a T, E, M, P, or S Permanent Subject TAGS. None of the messages with low research potential were cross-referenced. There is no obvious connection between messages with multi-Subject TAGS and research value.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. In general terms, these messages document routine aspects of the Department's administrative functions concerning overseas buildings operations and maintenance. In terms of the Art in Embassies Program in particular, these messages do not provide significant evidence of the international cultural communications and public diplomacy function of the program or policy and planning decisions behind the administration of the program. Permanent documentation relating to the Art in Embassies Program may be found among the records of the Art in Embassies Program Office (NARA Job No. NN-171-140).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AAUD-Audits

Years Listed 1973-1974

Total messages with this subject TAGS 1,178

Number of messages reviewed 50

No research potential 33 Low 14 Medium 2 Substantial 0

Number of messages with no additional Subject TAGS 34

Number of messages with one or E, M, P, S & T permanent Subject TAGS 4

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1,178 messages with this Subject TAGS. The records in this Subject TAGS were used for matters concerning internal Departmental and post and external (contractor, grantee, agreement) audits performed by the Department's audit staff and for self-audits by post personnel.

About thirty-five percent of the messages have low to medium research potential. The remaining messages have no potential research value and include inspection plans, schedules for post inspections, travel itineraries of inspectors, request for information, and post inspection teams. Messages that have low research potential relay dates for post inspections, personnel issues, compliance reports, request for oil data, and refugee information. Messages with medium research potential include information relating to inspector compliance reports. No messages were deemed to have substantial research value.

Over one third of the messages in all three categories of research potential included multiple Subject TAGS. Four messages were cross-referenced to permanent tags: MASS, ENRG, and SREF. The remaining two thirds (twelve) of messages with multiple Subject TAGS were cross-referenced to different Administration Subject TAGS and the Operations Subject TAGS, OTRA-Travel. There is no direct correlation between research value potential and messages with multiple Subject TAGS. The two messages with medium research potential were not cross-referenced.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant permanent preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine administrative, personnel and facilitative matters of the type generally appraised as temporary. Permanent documentation relating to audits may also be found among the pertinent records of the Office of the Inspector General.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ABLD – Buildings and Grounds

Years Listed 1973 to the Present

Total messages with this Subject TAGS 881,628

Number of messages reviewed 100

No research potential 67 **Low** 24 **Medium** 8 **Substantial** 1

Number of messages with no additional Subject TAGS 24

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 2

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 881,628 messages with this Subject TAGS. The records covered by this Subject TAGS document the acquisition, management, and operation of U.S. owned or leased facilities and sites both domestic and foreign. Nearly seventy percent of the messages have no research potential, while approximately twenty-five percent have low research potential. The remainder of the messages have medium to substantial research potential. Messages with no research potential document routine matters relating to safety, maintenance, finance, and security, including the maintenance of building systems and operations and oversight of building services. Messages with low research potential deal with matters such as the engineering and technical requirements necessary to operate buildings and maintain functionality. The messages with medium and substantial research potential relate to the review of plans, designs, and construction of new or renovated facilities.

Seventy-five percent of the messages were multi-Subject TAGSed and many are cross referenced with AMGT or ASEC Subject TAGS, which are proposed as permanent. Nevertheless, there is no direct relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document the routine activities relating to the management and operation of foreign and domestic facilities. These messages do not provide significant evidence of Departmental policy, procedures, or planning decisions regarding foreign and domestic facilities. Significant documentation relating to buildings and grounds issues may be found among the Subject TAGS AEMR, AMGT, and ASEC, all of which are proposed as permanent, as well as the permanent files of the Under Secretary for Management, the Assistant Secretary for Administration, and the Overseas Buildings Office.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ABUD - Budget Services and Financial Systems
Years in Listed 1974 to the present
Total messages with this Subject TAGS 405,817
Number of messages reviewed 100
No research potential 57 **Low** 36 **Medium** 5 **Substantial** 2
Number of messages with no additional Subject TAGS 8
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 8

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 405,817 messages with this Subject TAGS. The records covered by this Subject TAGS document budget planning and presentations, allotments, foreign currency management, exchange rate policy, reimbursements, appropriations and administrative support for policies and procedures relating to financial systems. Approximately 43 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as vehicle procurement, funding and allotment readjustments, position approvals, requests for additional funds, budgetary travel projections, personnel costs, accounting obligations, use of temporary employees, proceeds of sales, funding of security upgrades, exchange rates, and general funding issues. Messages with low research potential deal with matters such as allotment authorizations, travel and work of budget analysts, budget allotments, implications of changes in exchange rates, justification for funding of security upgrades, posts requests for guidance on funding and budget matters and Departmental responses, and review of funding for various overseas programs. The messages with medium research potential cover the excess currency program, proposed changes to budget estimates, tax reimbursement agreements with the UN, and budget matters relating to security matters. Messages with substantial research value cover the UN budget and IAEA (International Atomic Energy Agency) technical assistance issues.

There does not seem to be any relationship between the use of multiple Subject TAGS and research value. Over 90 per cent of the messages were multi-Subject TAGSed, almost always with one of the other A subject TAGS. The most common are AFIN (Financial Management), which is recommended as temporary, and AMGT (Management Operations), which is recommended as permanent. The two messages with substantial value use, respectively, only the ABUD Subject TAGS and the ABUD and AFIN Subject TAGS.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. While some of these records include important documentation relating to the development, approval, and implementation of

the Department of State budget, overall, these records have such limited research value that they should be designated as temporary. Records relating to the preparation and approval of the Department of State budget (annual budget submission with estimates and justification) designated as permanent among the records of the Bureau of Resource Management, which has responsibility for the Department's budget, are sufficient for research purposes.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACKM-COMSEC Key Management

Years Listed 2000-present

Total messages with this subject TAGS 49,513

Number of messages reviewed 50

No research potential 43 Low 5 Medium 2 Substantial 0

Number of messages with no additional Subject TAGS 33

Number of messages with one or E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 49,513 messages with this Subject TAGS. The records covered by this Subject TAGS are used for all issues dealing with communications security (COMSEC), keying material and reports.

Over eighty percent of the messages reviewed have no research potential. Messages that have no research potential document matters such as requests for equipment and keying materials, quarterly reports on COMSEC materials, notice of material shipments, shipment inventories, and reporting problems with equipment. Messages with low research include country clearance requests to discuss communication issues, reports on emergency destruction procedures, and procedures for superseding systems. Two messages were identified as having medium research potential and reported on communication systems audits. No messages were determined to have substantial research value.

Messages were cross-referenced to various Administration and Operation Subject TAGS. No messages were crossed to Subject TAGS recommended for retention. In addition, there does not appear to be a relationship between research value and multiple Subject TAGS as the one message that was a multi-Subject TAGS was designated as having no potential research value.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine administrative and facilitative matters related to communications equipment and the type generally appraised as temporary. Those messages which were cross-referenced to other Subject TAGS were to other temporary Subject TAGS.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACLM – Claims Against the U.S. Government

Years Listed 1973-1980

Total messages with this Subject TAGS 4,009

Number of messages reviewed 100

No research potential 42 Low 24 Medium 25 Substantial 7

Number of messages with no additional Subject TAGS 35

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 20

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 4,009 messages with this Subject TAGS. The records covered by this Subject TAGS document claims, suits, etc. brought against the U.S. Government by foreign nationals or U.S. citizens, including government employees. Approximately forty percent of the messages have no research potential, approximately twenty-five percent have low research potential, approximately twenty-five percent have medium research potential, and the remainder have substantial research potential. Messages with no or low research potential tend to document administrative aspects of the claims process relating to personal injury and property loss or damage claims. The messages with medium to substantial research potential cover the investigation, determination, settlement, and adjustment of tort claims.

Approximately two-thirds of the messages were multi-Subject TAGSed. Of these, more than half of the messages had a T, E, M, P, or S Subject TAGS. The presence of a T, E, M, P, or S Subject TAGS appears to correlate to research value, i.e., the number of messages with a T, E, M, P, or S Subject TAGS increases with research value, particularly for messages with medium research potential.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide important evidence of the legal activities of the Department. These messages also provide a complementary source of documentation to permanent records of the Office of Legal Advisor regarding significant legal actions.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACMM - Committees
Years in Listed 1976-1980
Total messages with this Subject TAGS 357
Number of messages reviewed 100
No research potential 21 **Low** 20 **Medium** 31 **Substantial** 22
Number of messages with no additional Subject TAGS 24
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 65

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 357 messages with this Subject TAGS. The records covered by this Subject TAGS document matters pertaining to the establishment, operation, administration and duration of advisory, inter-departmental, and departmental committees. As used for this purpose, the term "committee" applies to any board, commission, council, conference, panel, task force, or other similar group or subcommittee or subgroups thereof. Almost 80 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as costs associated with forwarding air pouches, scheduling issues, commenting on value of recurring reports, travel matters, and communications equipment. Messages with low research potential deal with matters such as the work of delegations, Congressional testimony, and scheduling and preparations for meetings. The messages with medium research potential cover reporting on the work of delegations, weekly legislative reports, international discussions on various topics, talking points for meetings, reports on meetings, dealings with Congressional investigators, agendas and minutes of meetings, and establishment of task forces. Messages with substantial research value include detailed reporting on significant international meetings (such as UN, Warsaw Pact Foreign Ministers, World Food Council, Inter-American Judicial Committee), foreign reaction to Congressional action, Department briefings on legislative issues, and development of policy papers on various issues.

About 75 per cent of the messages were multi-Subject TAGSed usually with one of the A Subject TAGS, but also frequently with one of the E, P, or S Subject TAGS. Many of the messages with higher value included one of the E, M, P, or S Subject TAGS, but some messages with just the ACMM Subject TAGS had value.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in a wide variety of international settings and dealing with a wide variety of subjects. Other records relating to matters covered by this Subject

TAGS will be found among many other records of the Department and these records in the Central Foreign Policy File will provide a valuable and useful complement to those records, especially in the case of the geographic offices where NARA has appraised most country "desk" records as temporary since they consist almost entirely of copies of telegrams in the central file.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACMS-COMSEC Material

Years Listed 1977-1980

Total messages with this subject TAGS 14,615

Number of messages reviewed 50

No research potential 49 Low 1 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 45

Number of messages with one or E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 14,615 messages with this Subject TAGS. The records covered by this Subject TAGS document communications discussing the shipment and receipt of COMSEC equipment and crypto keying materials and publications, including requests for re-supply or new issue of such material; opening or closing COMSEC accounts; accountability of COMSEC and COMSEC related materials (such as discrepancies in inventory reports, and incorrect preparation of SF-153 forms).

Ninety-eight percent of the messages reviewed have no research potential. Messages that have been designated as having no research potential include reports on COMSEC equipment, requests for equipment replacements, COMSEC tape usage, equipment discrepancy, COMSEC management, and requests for COMSEC material. The message with low research potential include a request for COMSEC equipment to support a visit of the Secretary of State. No messages were determined to have medium or substantial research potential.

Ten percent of the messages were multi-Subject TAGSed. Of these messages, they were all cross-referenced to other Administration Subject TAGS, AFOP-Foreign Service Post ComCenter Operations and Administration, and AMTC-Telecommunications Equipment Maintenance, both of which are recommended for temporary retention. There does not appear to be any relationship between multi-Subject TAGS and research potential as no messages have been designated as having higher than low research potential (one message) and multi-Subject TAGS appeared in all research potential categories.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine administrative and facilitative matters of the type generally appraised as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACOA – Communications Operations and Administration

Years Listed 1983 to the Present

Total messages with this Subject TAGS 908,341

Number of messages reviewed 100

No research potential 89 Low 11 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 22

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 2

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 908,341 messages with this Subject TAGS. The records covered by this Subject TAGS document the installation and operation of domestic and Foreign Service post communication lines and facilities and the management of COMSEC material. Almost ninety percent of the messages have no research potential, and the remainder have low research potential. Messages that have no research potential document routine requests, shipments, installation, and problems relating to telecommunications services and systems. Messages with low research potential deal with management and planning issues relating to telecommunications services and systems.

Almost seventy-five percent of the messages were multi-Subject TAGSed with various A Subject TAGS, while only two messages were cross referenced with a E, M, P, S, or T Subject TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary and are similar in nature to the records of lower-level offices in the Bureau of Administration that handle communications and are already scheduled as temporary. Permanent documentation on communications will be found among the permanent files of the Under Secretary for Management and the Assistant Secretary for Administration. Those files provide documentation on significant communications matters.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACOM - Departmental Communications
Years in Listed 1973-1976
Total messages with this Subject TAGS 107,916
Number of messages reviewed 100
No research potential 85 Low 7 Medium 0 Substantial 0
Number of messages with no additional Subject TAGS 75
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 7

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 107,916 messages with this Subject TAGS. The records covered by this Subject TAGS document matters relating to electrical and pouch communications, and security. Over 90 per cent of the messages have no research value and the remainder have low research value. Messages that have no research potential document matters such as shipment, delivery, and installation of all sort of communications equipment (cables, antennas, cooling, telephones), communications support to conferences and meetings, pouch matters, special courier runs, courier route changes, requests for equipment, COMSEC material management, communications problems, travel arrangements for technicians installing communications equipment, and destruction reports. Messages with low research potential deal with matters such as communications support to VIP aircraft, possible COMSEC compromises, and operational inter-agency communications.

Only 18 per cent of the messages are multi-Subject TAGSed. Most are cross referenced to the Subject TAGS ASEC and AINF (both proposed as permanent), and a handful are cross referenced to the specific subject TAGS in the E, P, S, and T categories. There does not appear to be any relationship between multi-Subject TAGS and research value.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary and are similar in nature to the records of lower-level offices in the Bureau of Administration that handle communications and are already scheduled as temporary. Permanent documentation on communications will be found among the permanent files of the Under Secretary for Management and the Assistant Secretary for Administration. Those files should provide adequate documentation on significant communications matters.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ACOU-Courier Operations

Years Listed 1977-1980

Total messages with this subject TAGS 12,174

Number of messages reviewed 100

No research potential 87 Low 11 Medium 2 Substantial 0

Number of messages with no additional Subject TAGS 70

Number of messages with one or E, M, P, S & T permanent Subject TAGS 6

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 12,174 messages with this Subject TAGS. The records in this Subject TAGS were used for all matters pertaining to courier operations and schedules, including arrangements for non-pro couriers.

Thirteen percent of the messages reviewed have low to medium research potential. The remaining messages, eighty-seven percent, have no potential research value and include information on the travel routes of couriers, closing of airports, immunization requirements, receipt of passports, missing pouches, non-pro courier trips, pouch procedures, delay of courier, closing of pouch roadways, invoices for missing pouches, reservations of couriers, courier arrival and exchange, and pouch tracking status. Messages that have low research potential relay revisions to courier routes, handling and movements of pouches, airport transfers, estimates of courier runs, protection of classified pouches, and review of diplomatic courier operations. Messages with medium research potential include information on diplomatic privilege and diplomatic pouch immunity. No messages were determined to have substantial research potential.

Thirty percent of the messages included multiple Subject TAGS with six cross-referenced to the Energy, Political Affairs, Social Affairs, and Technology categories. The remaining messages with multiple Subject TAGS were mainly to APOU-Mail and Pouch. There does not appear to be a correlation between research value potential and messages with multiple Subject TAGS given the two messages with the highest research potential did not have multiple Subject TAGS.

Disposition recommendation: Temporary

The records covered by this Subject TAGS do not warrant permanent preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine administrative and facilitative matters of the type generally appraised as temporary. Policy documentation relating to courier operations and services may be found in

permanent records of the Under Secretary for Management and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ADCO – Diplomatic Courier Operations

Years Listed 1989 to the Present

Total messages with this Subject TAGS 60,430

Number of messages reviewed 46

No research potential 45 Low 1 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 10

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 60,430 messages with this Subject TAGS. The records covered by this Subject TAGS document the safe hand delivery of classified or sensitive material under diplomatic seal and in the custody of a diplomatic courier. Ninety-nine percent of the messages reviewed have no research potential. Messages that have no research potential document matters such as special handling instructions, scheduling issues, missing pouches, country clearances, cancelled flights, oversized shipments, and shipping information. The one message with low research potential documents courier procedures.

A preponderance of the messages were multi-Subject TAGSed with various A Subject TAGS, while no messages were cross referenced with a permanent T, E, M, P, or S Subject TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary. Permanent documentation relating to the diplomatic pouch and mail may be found among the records of the Assistant Secretary for Administration and the Under Secretary for Management.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ADPM - Diplomatic Pouch and Mail
Years in Listed 1989 to the present
Total messages with this Subject TAGS 76,070
Number of messages reviewed 100
No research potential 95 **Low** 5 **Medium** 0 **Substantial** 0
Number of messages with no additional Subject TAGS 74
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 76,070 messages with this Subject TAGS. The records covered by this Subject TAGS document management and operation of the Department's diplomatic pouch and mail system. Five percent of the messages have low research potential, and the remainder have none. Messages that have no research potential document matters such as requests for supplies, establishment and cancellation of courier routes, tracing missing pouches, use of the pouch for prohibited items, missing pouch invoices and requests for tracers, dispatch and receipt of pouches, rejected parcels, duplicate pouch invoices, change in courier itineraries and schedules, and non-pro courier travel. Messages with low research potential deal with matters such as proposals for changes in courier operations, IG requests for information relating to courier operations, and country clearances with security outlines.

Approximately 75 percent of the messages use only this one Subject TAGS. Of those messages with multiple Subject TAGS, the most common cross references are ADCO (Diplomatic Courier Operations) and APCO (Pouch and Courier Operations). Both are recommended for temporary retention and the latter Subject TAGS was actually replaced by this one. All of the messages with research value are cross referenced with other Subject TAGS that are recommended for permanent retention.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary. Permanent documentation relating to the diplomatic pouch and mail may be found among the records of the Assistant Secretary for Administration and the Under Secretary for Management.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ADTO-Domestic Telecommunications Operations

Years Listed 1977-1980

Total messages with this subject TAGS 611

Number of messages reviewed 50

No research potential 39 Low 10 Medium 1 Substantial 0

Number of messages with no additional Subject TAGS 44

Number of messages with one or E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 611 messages with this Subject TAGS. The records covered by this Subject TAGS document communications discussing all aspects of telecommunications operations within the contiguous United States except those at the U.S. Mission to the United Nations, New York. Subjects in this TAG include correspondence with other departments and agencies regarding arrangements for handling information interchange; and correspondence within the Department regarding telecommunications services within the Department of State building and its annexes in the Washington area.

Just over twenty of the messages in this Subject TAGS have low to medium research potential, and the remaining messages have no research potential. Messages that have no research potential document matters such as availability of training space, nomination lists for trainings, service messages, communications systems, re-transmittal of messages, and passing on of messages, (non-official). Messages with low research potential deal with matters such as communication systems, contingency information, and results of a telegram study. The one message with medium research potential covers a request for a C-5 aircraft visit to strengthen U.S.-New Guinea relations. No messages were determined to have substantial research value.

A dozen messages were multi-Subject TAGSed. Of these messages one was cross-referenced to a message with a Subject TAGS proposed as permanent and designated as having medium research potential, the highest research potential for this Subject TAGS. The other messages that were multi-Subject TAGSed were to other Administration TAGS, primarily ANET and AFOP which have been recommended as temporary. It does appear there is a relationship between research value and the use of more than one Subject TAGS. In addition, the one message cross-referenced to a permanent Subject TAGS did have the highest potential research value in this Subject TAGS.

Disposition recommendation: Temporary

The records covered by this Subject TAGS do not warrant preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with

routine administrative and facilitative matters of the type generally appraised as temporary. Documentation on the Department's telecommunications activity can be found among the records of the Under Secretary for Management and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AEMR - Emergency Planning and Evacuation
Years in Listed 1973 - present
Total messages with this Subject TAGS 68,272
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 68,272 messages with this Subject TAGS. The records covered by this Subject TAGS document measures and actions implemented to protect U.S. personnel, citizens, property and information, especially related to crisis situations.

Disposition recommendation: PERMANENT

These records document key matters relating to emergency planning and evacuation and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AFAC – Communications and Records Unit (CRU) or Combined Communications Centers (CCC) Facilities

Years Listed 1977-80

Total messages with this Subject TAGS 26,138

Number of messages reviewed 50

No research potential 42 Low 2 Medium 5 Substantial 0

Number of messages with no additional Subject TAGS 28

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 26,138 messages with this Subject TAGS. The records covered by this Subject TAGS document discussions about the physical arrangements of Post communications centers, information security aspects of such facilities, technical security aspects of the facilities, telecommunications equipment installations, and emissions security aspects of equipment installed or proposed for use at Posts. Over eighty percent of the messages reviewed have no research value, and the remainder have low to medium research potential. Messages that have no research potential document matters such as shipment and storage of materials, arrival of temporary duty installation and training personnel, and other logistical matters relating to installing equipment. Messages with low to medium research potential deal with matters such as alterations, renovations, or new building plans.

Less than half of the messages were multi-Subject TAGSed and only one message was cross referenced with a P Subject TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages primarily document routine matters relating to the operation of Post communications centers, such as shipment and storage of materials, arrival of temporary duty installation and training personnel and other logistical matters. These messages do not provide significant evidence of Departmental information and communications operations, plans, programs, or policies, especially in terms of using communications technology in the conduct of foreign relations. Permanent documentation relating to this Subject TAGS may be found in the records of the Under Secretary for Management and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS AFIN-Financial Management
Years listed 1973 to the present
Total messages with this Subject TAGS 1,858,352
Number of messages reviewed 44
No research potential 35 Low 9 Medium n/a Substantial 0
Number of messages with no additional Subject TAGS 22
Number of messages with one or more E, M, P, S, & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1,858,353 messages with this Subject TAGS. The records covered by this Subject TAGS detail the fiscal operations of the Department of State, Foreign Service Posts, and other Federal agencies as their work intersects with the Department of State. The messages reviewed cover matters such as increasing cashiers' authorized advance to cover the needs of mobile training teams, discussion of budget resources, non-receipt of pay allotment, daily rates of exchange, authorization to pay individuals, request for secretarial assistance, authorizations to incur obligations, employee payroll information, and similar routine and facilitative subjects.

None of these messages is of much substance, but those that are tend to tend to be cross-referenced with the Subject TAGS ABUD (Budget Services and Financial systems) and AMGT (Management Operations) both of which are being recommended for permanent retention.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary. Policy documentation on the financial management of the Department of State will be found among the permanent files of the Under Secretary for Management, the Assistant Secretary for Administration, and the master file of issuances, handbooks, and related materials, which are also permanent. One thing to note, however, is that this Subject TAGS category is also for records relating to ICASS (International Cooperative Administrative Support Services), which is a system by which U.S. government agencies provide and share the costs of common administrative support at Foreign Service Posts. Items 8 (Initial Target Cables) and 9 (Final Target Cables) on the ICASS schedule were designated as temporary partially based on the telegrams in those files being available in the Central Foreign Policy File. If we designate AFIN as temporary, those telegrams will be destroyed, unless they are multi-Subject TAGSed with a permanent cable. Given the facilitative nature of the ICASS-related messages, however, this should not be a problem.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AFOP-Foreign Service Post ComCenter Operations and Administration

Years Listed 1977-1980

Total messages with this subject TAGS 45,468

Number of messages reviewed 50

No research potential 44 **Low** 3 **Medium** 1 **Substantial** 0

Number of messages with no additional Subject TAGS 47

Number of messages with one or E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 45,468 messages with this subject TAGS. The records covered by this subject TAGS document communications discussing ComCenter Standing Operating Procedures; telecommunications procedures including the Telecommunications Handbook (TCH) and FAM regulations relating to communications operations; ComCenter staffing; communications security (COMSEC) procedures and regulations including S/KAG and COMSEC violations and compromises; CRU personnel training matters; and Crypto-clearances.

Less than ten percent of the messages reviewed have low to medium research potential, and the remaining messages have none. Messages with no research potential include clearance requests and verifications, travel arrangements, problems with communications equipment, communication operations, and upgrades to post equipment and technology. Messages with low research potential deal with matters such as communication operations, requesting replies to reference telegrams, and an investigation into the delay of a retransmission of a telegram. The messages with medium research potential cover the visit by House Appropriations investigating staff. No messages were determined to have substantial research potential.

Only one message was multi-Subject TAGSed to the temporary Subject TAGS ANET-Communications, Circuits and Networks. There is clearly no relationship between research value and multiple TAGS as the lone multi-Subject TAGSed was designated as having no potential research value.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine administrative and facilitative matters of the type generally appraised as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AFSI – Foreign Service Institute

Years in Listed 1973 to the Present

Total messages with this Subject TAGS 109,845

Number of messages reviewed 103

No research potential 82 **Low** 18 **Medium** 1 **Substantial** 2

Number of messages with no additional Subject TAGS 33

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 5

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 109,845 messages with this Subject TAGS. The records covered by this Subject TAGS document the administration of training programs in support of Department and Foreign Service personnel. Approximately eighty percent of the messages have no research potential, and nearly all of the remainder have low research potential. Messages that have no research potential document routine administrative matters dealing with course registration, training requests, travel arrangements, course materials, and nominations for training. Messages with low research potential deal with matters such as how supervisors justify nominating staff for training and training proposals. The one message with medium research potential covers a post language training program. The two messages with substantial research value cover foreign media press reviews.

Two thirds of the messages were multi-Subject TAGSed, primarily with A Subject TAGS. Of these messages, very few were multi-Subject TAGSed with a T, E, M, P, or S Subject TAGS. Nevertheless, the two messages with substantial research value were cross referenced with an E, P, and S Subject TAGS. There is no obvious connection between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine matters relating to the administration of Foreign Service Institute training programs, such as course registration, training requests, travel arrangements, course materials, and nominations for training. These messages do not provide significant evidence of Foreign Service Institute policies, planning, courses, or management. Permanent documentation relating to the Foreign Service Institute TAGS may be found among the Program Policy Files of the Office of the Director of the Foreign Service Institute, as well as the permanent records of the Under Secretary for Management and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AFSN-Foreign Service National Personnel
Years in listed 1986 to the Present
Total messages with this Subject TAGS 163,408
Number of messages reviewed 75
No research potential 68 **Low** 6 **Medium** n/a **Substantial** 0
Number of messages with no additional Subject TAGS 24
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 163,408 messages with this Subject TAGS. The records covered by this Subject TAGS document the administration and support of the interagency Foreign Service National (FSN) system. Foreign Service Nationals are citizens of other countries who work for the U.S. Government in an official capacity overseas. The messages reviewed cover routine matters such as distribution of manuals and handbooks, position classification, arrangements for visits relating to a salary and benefits survey, clarification of benefits, requests for positions, salary increases and payments, promotion requests, reengineering of the FSN position classification system, awards, training opportunities for FSNs, staffing levels, and other matters relating to the administration of the FSN system.

Over 90 per cent of the messages have no research value. Those that have low research value are cross-referenced to other Subject TAGS recommended for permanent preservation. For example, a significant percentage of the messages were cross-referenced with the Subject TAGS AMGT (Management Operations) which is being recommended for permanent retention.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary. Policy documentation on Foreign Service Nationals will be found among the permanent files of the Under Secretary for Management, and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AFSP-Post Administration

Years Listed 1973-1980

Total messages with this subject TAGS 321,301

Number of messages reviewed 50

No research potential 44 Low 3 Medium 1 Substantial 0

Number of messages with no additional Subject TAGS 32

Number of messages with one or E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 321,301 messages with this Subject TAGS. The records covered by this Subject TAGS document all matters relating to post-held funds (all allotments issued by regional bureaus) such as allowances; automotive operating expenses; budget; operating expenses of Government held buildings; communications and records expenses; contractual and miscellaneous expenses; financial plans; local salary costs; reimbursement; shared administrative support; and supplies and equipment. This Subject TAGS is also used for matters related to post personnel management; position classification (including U.S. Marine Guard complements), separate maintenance allowance applications, rest and recuperation eligibility and travel, authorization for travel and shipment of effects.

Over ninety percent of the messages reviewed had no research potential with the remaining messages having low to medium research value. Messages that have no research potential document travel orders and arrangements, salary and expense funds, representative allowances, budget readjustments, request for security clearances, operating expenses, home leave plans, and citizen/non-citizen staff reports. Messages with low research potential discuss allotments to anti-terrorism programs, use of Marine guard for security, and request for funds for residence. The lone message with medium research potential discusses the re-use of local compensation plan. No messages were determined to have substantial research value.

Over one-third of the messages were multi-Subject TAGSed. Of these messages the majority were cross-referenced to Administration Subject TAGS proposed as temporary. Five messages were cross-referenced to Administration and Operations Subject TAGS which have been recommended as permanent. However, there does not appear to be a correlation between research value and the use of multiple Subject TAGS as messages with higher research value did include permanent cross tags.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine administrative matters and facilitative matters of the type generally appraised as temporary. Similar records in the headquarters bureau EX (Executive) offices are already scheduled as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AGAO – Government Accountability Office

Years Listed 1976 to the Present

Total messages with this Subject TAGS 11,846

Number of messages reviewed 99

No research potential 33 Low 45 Medium 17 Substantial 4

Number of messages with no additional Subject TAGS 33

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 34

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 11,846 messages with this Subject TAGS. The records covered by this Subject TAGS document all matters related to U.S. Government Accountability Office (GAO) activities. Almost eighty percent of the messages have either no or low research potential and the remainder have medium or substantial research potential. Messages that have no research potential document matters such as travel arrangements for GAO reviewers, country clearances, and requests for publications. Messages with low research potential deal with matters such as GAO requests for assistance, responses to inquiries, country clearance procedures, and information about subjects under investigation. The messages with medium research potential cover assistance to GAO investigators. Messages with substantial research value cover investigations, reports on GAO investigations, and assessments of GAO findings.

Approximately two thirds of the messages were multi-Subject TAGSed, while approximately one third of these were cross referenced with a T, E, M, P, or S Subject TAGS. There is not an obvious relationship between research value and multiple TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. In terms of governmental accountability and researcher usability, these records provide a significant source of information about the Department's successes and failures in achieving its mission. These records also provide a unique source of information about the Department's relationship with the GAO and its investigatory work at the Department. These records will also complement other management records in the Department of State that are designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AINF - Information Management Services
Years in Listed 1973 to the present
Total messages with this Subject TAGS 146,654
Number of messages reviewed 100
No research potential 67 **Low** 17 **Medium** 11 **Substantial** 5
Number of messages with no additional Subject TAGS 45
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 27

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 146,654 messages with this Subject TAGS. The records covered by this Subject TAGS document the management of documents, publications and regulations, including the creation, organization, format, acquisition, and use of information and records, as well as the management and administration of post reporting programs and electronic documents. About one-third of the messages have low, medium, or substantial research potential, and of that number about half use only the AINF Subject TAGS. About two-thirds of the messages have no research value. Messages that have no research potential document matters such as procedures for handling classified information, security of computer servers, Department taskings and post responses to FOIA and Privacy Act requests, training, retirement of post records, requests to repeat telegrams, missing enclosures to airgrams, post listings for directory, service messages, requests for publications, and requests for referenced messages. Messages with low research potential deal with matters such as higher profile FOIA and Privacy Act requests, post reporting plans, and security classification issues. The messages with medium research potential cover document searches relating to high profile issues such as war crimes, information about foreign organizations, post reporting plans, responses to Congressional requests for information, and controversial FOIA and Privacy Act requests. Messages with substantial research value cover reporting on the growth of Protestantism in Latin America, events in South Africa, the Haitian economy, a post's reporting plan, and post comments about a host country's new prime minister. Post reporting plans explain the annual reporting goals and objectives of each Foreign Service Post and reflect the taskings and requirements of the Department and the wider governmental foreign affairs community.

Fifty-five per cent of the messages were multi-Subject TAGSed, primarily with a variety of Subject TAGS in the A, E, M, and P categories. There does not seem to be any relationship between the number of Subject TAGS on a telegram and its value. Of the 11 messages with medium value, four use only AINF, while of the five messages with substantial value, three include only AINF. At the same time a number of messages of no value include various E, M, and P Subject TAGS

Disposition recommendation: PERMANENT

The records covered by this Subject TAGS are a mix of those that truly warrant permanent preservation and those that should be designated as temporary. All factors weighed together, these records warrant preservation in the National Archives. While the larger percentage of the messages using this Subject TAGS do not warrant preservation, about half of the messages that do warrant preservation use only this Subject TAGS and slightly more than half that number relate to post reporting plans. The documentation on the Post Reporting Plans is critical to understanding the Foreign Service Post reporting that constitutes the larger volume of records in the Central Foreign Policy File and none of those messages are cross referenced with other Subject TAGS recommended as permanent. Furthermore, even though this Subject TAGS has been in existence since 1973, there are a relatively low number of messages with this Subject TAGS. These records also will be a useful and valuable complement to the other records in the Central Foreign Policy File recommended for preservation as well as the other permanent records of the Department of State.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AINR-INR Program Administration
Years in Listed 1973 to the present
Total messages with this Subject TAGS 42,570
Number of messages reviewed 100
No research potential 43 **Low** 15 **Medium** 9 **Substantial** 14
Number of messages with no additional Subject TAGS 50
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 18

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 42,570 messages with this Subject TAGS. The records covered by this Subject TAGS document the administrative and procedural aspects of programs of the bureau of Intelligence and Research (INR). About half the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as arrangements for travel and transportation, lists of publications procured, requests for maps and publications, reporting the shipment of maps and publications, and publications subscriptions. Messages with low research potential deal with matters such as staffing issues, post reporting plans, goals and objectives of map and publication procurement missions, reporting on events in host country, end-of-tour assessments reports, and reporting on map and publication reporting activities. The messages with medium research potential cover evaluation of post reporting, reporting on issues associated with map and publication procurement, requests for information on specific topics, and periodic reporting on activities. Messages with substantial research value cover substantive reporting on various issues, the sharing of information with the UN, the development of post reporting plans, and various activities at post.

Thirty-one of the messages reviewed were multi-Subject TAGSed. Of that number, 18 were cross-referenced with one of the E or P Subject TAGS, while the remaining were cross referenced with one of the A or C Subject TAGS. The messages with the E and P Subject TAGS tend to be of more value, but many of the messages with only the AINR Subject TAGS are also of value.

An unusually large percentage of these messages (18) are no longer retrievable in electronic form, although all but one are available on the microfilm. The subject lines of those telegrams would lead one to conclude that they deal with especially sensitive matters and it seems as though they may have been deleted from the electronic file to avoid widespread dissemination throughout the Department.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. They document a key function of the Department of State. These records will serve as a useful and valuable complement to the permanent records of the Bureau of Intelligence and Research scheduled as permanent. Other documentation relating to the administration and management of the Department's intelligence activities may also be found among the records of the Under Secretary for Management.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AINT-Internet Administration

Years Listed 2000-present

Total messages with this subject TAGS 480

Number of messages reviewed 50

No research potential 26 Low 11 Medium 11 Substantial 2

Number of messages with no additional Subject TAGS 4

Number of messages with one or E, M, P, S & T permanent Subject TAGS 13

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 480 messages with this Subject TAGS. The records in this subject TAGS document administrative matters relating to the installation, operation, and management of the Internet in the Department and posts abroad.

A little more than forty percent of the messages have low to medium research potential, with four percent having substantial research potential. The remaining messages, which have no potential research value, document notices of change in maximum email attachment size limit, request for offsite open net approval, request for technical assistance, request for country clearances, and notice of upgrade to computer system. Messages with low research potential report on compliance with Department guidance on web sites, development of embassy websites, reporting of computer virus, and country clearance request. Messages with medium research potential request email addresses to facilitate anti-terrorist measures, discussion of potential on-line bulletin board for communications, follow up on meeting requests, use of embassy websites for public diplomacy goals, alternate communications sites, Y2K problems, internet workshops for journalists, and funding assistance. Messages with substantial research potential document discussions regarding anti-doping efforts in international sports and virtual consulate experiment.

Less than half the messages reviewed were multi-Subject TAGSed to other Administration Subject TAGS. Those messages were cross-referenced to Administration TAGS that have been recommended for retention. All messages with no research potential were cross-referenced to the Administration group. A number of messages with low, medium, and substantial research potential were cross-referenced to those Subject TAGS recommended as permanent. However, nearly all messages with medium and substantial research potential were cross-referenced to one or more of the permanent Subject TAGS of E, M, P, S, and T. In this instance there appears to be a correlation between the use of more than one Subject TAGS and research potential.

Disposition recommendation: Temporary

These records covered by the Subject TAGS alone do not warrant permanent preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine matters and are generally of the type appraised as temporary. Given the majority of messages with high research potential being cross-TAGSed to Subject TAGS recommended for permanent retention the loss of messages with only the AINT Subject TAGS or that Subject TAGS in conjunction with other temporary subject TAGS is not sufficient to lead to a permanent disposition. Substantive records regarding the Internet will be found under the Subject TAGS EINT, which is recommended for permanent retention.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ALIB – Library Services

Years Listed 1973-74

Total messages with this Subject TAGS 465

Number of messages reviewed 50

No research potential 37 **Low** 11 **Medium** 1 **Substantial** 1

Number of messages with no additional Subject TAGS 34

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 7

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 465 messages with this Subject TAGS. The records covered by this Subject TAGS document Departmental library services. Nearly all of the messages have no research potential, and most of the remainder have low research potential. Messages that have no research potential document matters such as subscription requests, requests for publications, and shipment notices. Messages with low research potential deal with matters such as requests for information. The two messages with medium to substantial research potential cover the reasoning behind closures of post libraries or cultural centers.

Less than half of the messages were multi-Subject TAGSed and only seven of these included a T, E, M, P, or S Subject TAGS. There is no obvious relationship between research value and multiple TAGS, although the one message with substantial research potential is cross referenced with P and S TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine matters relating to library services, such as requests for publications, information, and subscriptions. These messages do not provide significant evidence of the Department's library program, especially in terms of policy or decision making.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ALOW-Allowances
Years in Listed 1973 to the present
Total messages with this Subject TAGS 79,239
Number of messages reviewed 100
No research potential 66 **Low** 29 **Medium** 0 **Substantial** 3
Number of messages with no additional Subject TAGS 40
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 6

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 79,239 messages with this Subject TAGS. The records covered by this Subject TAGS document the implementation of regulations designed to compensate U.S. employees for the added cost of serving abroad. Only about 33 per cent of the messages have low or substantial research potential and the remainder have none. Messages that have no research potential document matters such as requesting overseas cost of living indexes, raising issues with allowance regulations, per diems, requests for information, requests for approval of increase in allowances, issues with post differential reports, clarification of regulations, and questions about exchange rates. Messages with low research potential deal with matters such as post reporting on effective exchange rates, requests for information and responses for use in revising the regulations, explanations of the standardized regulations, and post status. The three messages with substantial research value deal with the Israel-Palestinian security update, a post situation report, and an update on a kidnapping.

About 60 per cent of the messages were multi-Subject TAGSed. The most common cross references are to AMGT, ABUD, AFIN, APER, and AFSP. AMGT is recommended for permanent retention, while the others are recommended for destruction. The three messages with substantial value are all cross referenced to one or more Subject TAGS recommended for permanent preservation and it is clear that the use of ALOW is for a secondary or tertiary purpose, not the main subject of the telegram.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary. Policy documentation on allowances will be found among the permanent files of the Under Secretary for Management, the Assistant Secretary for Administration, and the master file of issuances, handbooks, and related materials. In addition, the Allowance and Differential Policy File and the standardized regulations themselves are designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ALTR - Newsletter

Years in Listed 1973-1974

Total messages with this Subject TAGS 18

Number of messages reviewed 6

No research potential 3 **Low** 1 **Medium** 2 **Substantial** 0

Number of messages with no additional Subject TAGS 5

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 18 messages with this Subject TAGS. This Subject TAGS was used for submitting stories, pictures, ideas, and suggestions for publication in the newsletter to acquaint Departmental employees at home and abroad with developments which may affect operations or personnel. Half the messages have low or medium research potential, and the remainder have none. Messages that have no research potential document matters such as submission of an obituary, requests for distribution, and publication of an article. The one message with low research potential deals with one of the Iran hostages. The messages with medium research potential deal with the Secretary of State's major 1974 address in New Delhi and recommendations by the ambassador there to ensure its wide dissemination, not only in the newsletter, but in general.

Only one of the messages was cross referenced with another Subject TAGS, in this case one of the other A subject TAGS which is recommended for temporary retention.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. Surprisingly, some of the messages with this Subject TAGS document key aspects of U.S. foreign policy and are not cross-referenced with other Subject TAGS. While other permanent documentation relating to those matters may be found in the files of the Secretary of State, given the nature of these messages, that is not clear. In addition, there are only 18 messages with this Subject TAGS. In the larger scheme of things, preserving these records rather than destroying them will have a negligible affect on the overall preservation of the messages in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AMED-Medical Services

Years Listed 1973-present

Total messages with this subject TAGS 607,680

Number of messages reviewed 100

No research potential 93 Low 6 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 73

Number of messages with one or E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 607,680 messages with this Subject TAGS. The records in this Subject TAGS document medical administrative arrangements, treatments, and hospitalization of U.S. employees and their dependents.

Over ninety percent of these messages have no research potential with the remaining message having low research potential. Those messages with no research potential discuss the medical evacuation of individuals, medical travel notification, notice of medical clearances, list of medical personnel, notice of appointments, funding for medical expenses, status of medical supplies, and status of overseas hospitalization account. Messages with low research potential relay monthly statistical reports for health units, shipment of medical supplies and the funding of medical programs. No messages were determined to have substantial research value.

Over twenty-five percent of the messages were cross-referenced to a variety of Subject TAGS. Of those messages the majority were cross-referenced to the Administration TAGS of AFIN—Financial Management (recommended as temporary) and ASUP—Supplies and Equipment, (both recommended as temporary), and AMGT—Management Operations (recommended as permanent). There does not appear to be a correlation to multi-Subject TAGSed and research value as there were no messages believed to have medium or substantial research value.

Disposition recommendation: Temporary

These records do not warrant permanent preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine personnel, administrative, and facilitative matters of the type generally appraised as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AMGT - Management Operations
Years in Listed 1974 - present
Total messages with this Subject TAGS 2,934,376
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 2,934,373 messages with this Subject TAGS. The records covered by this Subject TAGS document the management and organization of the Department and posts abroad and other U.S. agencies.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key matters relating to the overall management of the Department of State and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent. This is especially true since this Subject TAGS is often the only one used for the many "official-informal" telegrams that warrant preservation. O-I messages are the less formal communications between the Department and Foreign Service Posts, often between mid-level officials, that provide a more personal view of foreign policy issues. They often provide information necessary to understand the framework under which the more formal reporting is undertaken and made.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AMTC – Telecommunications Equipment Maintenance

Years Listed 1977 to the Present

Total messages with this Subject TAGS 666,744

Number of messages reviewed 99

No research potential 97 **Low** 2 **Medium** 0 **Substantial** 0

Number of messages with no additional Subject TAGS 49

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 666,744 messages with this Subject TAGS. The records covered by this Subject TAGS document the routine maintenance or emergency repair of telecommunications equipment. Approximately ninety-nine percent of the messages have no research potential. Messages that have no research potential document routine maintenance requests, travel arrangements, equipment shipments, repair notices, and defective equipment relating to telecommunications equipment maintenance. The two messages with low research potential document telecommunications procedural issues.

Approximately fifty percent of the messages were multi-Subject TAGSed with various Subject TAGS, primarily other A Subject TAGS. There is no apparent relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine support functions relating to the maintenance of the Department's telecommunications equipment. These messages do not provide significant evidence of the Department's telecommunications operations, equipment, or systems.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ANET - Communications, Circuits, and Networks
Years in Listed 1977 - Present
Total messages with this Subject TAGS 282,463
Number of messages reviewed 100
No research potential 97 **Low** 3 **Medium** 0 **Substantial** 0
Number of messages with no additional Subject TAGS 14
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 282,463 messages with this Subject TAGS. The records covered by this Subject TAGS document the acquisition, cancellation and leasing of all types of voice communication equipment (including facilities) and telecommunication circuits and networks. Only three per cent of the messages have any (low) research potential, and the remainder have none. Messages that have no research potential document matters such as installation and removal of communications equipment, allotment of funds for telecommunications equipment, circuit routing and upgrades, shipment of technical equipment, usage reports, and related matters. Messages with low research potential deal with matters such as security matters, an explanation of operational issues, and communications with a specific post during a crisis period.

About 86 per cent of the messages were multi-Subject TAGSed, usually with one of the other A Subject TAGS. The most common cross references are ACOA (Communications Operations and Administration) and AMTC (Telecommunications Equipment and Maintenance), both of which are recommended for destruction. The three messages with any research value are cross referenced with at least one Subject TAGS recommended for permanent retention.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AODE – Employees Abroad
Years Listed 1976-present
Total messages with this Subject TAGS 34,424
Number of messages reviewed 101
No research potential 21 **Low** 46 **Medium** 28 **Substantial** 5
Number of messages with no additional Subject TAGS 13
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 53

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 32,424 messages with this Subject TAGS. The records covered by this Subject TAGS report the numbers of employees abroad who are funded by the U. S. Government.

Approximately twenty percent of the messages have no research potential while the remainder have low, medium, to substantial potential research value. Those messages with no research potential include information on diplomatic and consular titles, interagency activities, equipment installation, staffing levels at posts, and staffing and overpayment of summer interns. Messages with low research potential address authorized staffing levels, Department of Defense elements under authority of Chief of Mission, staffing of intelligence positions, and summer interns. Messages with medium research discuss personnel for security assistance, Department of Defense elements under ambassador's authority, federal agencies transfer of personnel, NSDD-38 staffing, evaluation of personnel, and changes to mission performance plans. Messages with substantial research potential comment on proposed closure of AID regional facility, other federal agency staffing in countries and transfers to posts, analyst program, and Mission Program Plans.

Over eighty percent of the messages in all categories of research potential included multiple Subject TAGS. Over half of those were cross-referenced to various Subject TAGS within the categories of Energy, Military, Political Affairs, Technology, and Social Affairs, which have all been recommended as permanent. The remaining messages with multiple Subject TAGS were cross-referenced to assorted Administration Subject TAGS. There is no direct correlation between research value potential and multiple Subject TAGS as this type of messages appear in each category of research potential.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents the Department of States role in a key element of the Presidential Management Agenda (PMA). PMA ensures that the mix of U.S. Government agencies and their personnel overseas is

appropriately aligned with U.S. foreign policy priorities, security concerns, and overall resource constraints. This ensures that the U.S. has the minimum number of personnel overseas with the right skills to carry out its foreign policy goals. This Subject TAGS documents the important and often contentious issue of overseas staffing by agencies within the U.S. Government. These records document explanations and justification for overseas staffing of all sorts.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AOMS – Office Management Specialist Issues

Years Listed 2000 to the Present

Total messages with this Subject TAGS 878

Number of messages reviewed 50

No research potential 34 Low 16 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 1

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 878 messages with this Subject TAGS. The records covered by this Subject TAGS document administrative activities relating to the Department's Foreign Service Office Management Specialist Corps, including training, assignments, evaluation, career counseling, and career review. Approximately seventy percent of the messages have no research potential, and the remainder have low research potential. Messages that have no research potential document matters such as nominees for annual Office Management Specialist conferences, travel arrangements, and requests for Office Management Specialists. Messages with low research potential mainly deal with how nominees are selected for annual Office Management Specialist conferences.

Nearly 100 percent of the messages were multi-Subject TAGSed with other A Subject TAGS. Many messages are cross referenced to the AMGT Subject TAGS, which is recommended for preservation. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine matters relating to the administration of the Foreign Service Specialist program for Office Management Specialists, such as nominating specialists for annual conferences, training requests, travel arrangements, and program materials. These messages do not provide significant evidence of Foreign Service Specialist program policies, planning, operations, or management. These messages also do not provide significant evidence of the Foreign Service in terms of its structure, composition, or the training and background of Foreign Service personnel.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AORC - International Organizations and Conferences
Years in Listed 1983 - present
Total messages with this Subject TAGS 232,860
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 232,860 messages with this Subject TAGS. The records covered by this Subject TAGS document the structure and management of international or regional organizations and conferences.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key matters relating to U.S. involvement in international organizations and conferences and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent, such as the permanent records of the Bureau of International Organization Affairs/Office of International Conferences.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AORG - International Organization Administration
Years in Listed 1973-1980
Total messages with this Subject TAGS 64,682
Number of messages reviewed 100
No research potential 41 **Low** 24 **Medium** 15 **Substantial** 17
Number of messages with no additional Subject TAGS 27
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 41

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 64,682 messages with this Subject TAGS. The records covered by this Subject TAGS document administrative and financial matters of international organizations, including recruitment of U.S. citizens for employment; background investigations of U.S. citizens employed or seeking employment; payment of U.S. contributions and authorizations to expend; and candidates proposed by other countries for positions in international organizations. Approximately 55 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as requests for expedited clearances, personnel recruitment, EO 10422 (Prescribing Procedures for Making Available to the Secretary General of the United Nations Certain Information Concerning United States Citizens Employed or Being Considered for Employment on the Secretariat of the United Nations) issues, travel issues, allotments and payments, prospective candidates for positions, meeting arrangements, and routine delegation changes. Messages with low research potential deal with matters such as finances of and contributions to the UN, foreign disputes over UN financing, recruitment for UN positions, developments leading to meetings of international organizations, and development of U.S. positions at meetings of international organizations. The messages with medium research potential deal with appointments of UN personnel, policy matters relating to candidates for UN posts, policy relating to issues raised in various international organizations, and summaries of international meetings. Messages with substantial research value cover U.S. policy on the selection of new officials in international organizations, Congressional impact on U.S. involvement in international organizations, development of U.S. positions in the UN and other international organizations, reporting on UN activities around the world, reporting on IAEA activities, reporting on NATO activities, reporting on discussions of international contributions to the UN budget, and reporting on UN administrative and management issues.

About 70 per cent of the messages were multi-Subject TAGSed, most often with one of the A or O Subject TAGS, but also some E, M, P, and S subject TAGS. There does not seem to be a relationship between research value and multiple TAGS. Many messages with just the AORG

subjects TAGS have no value as well as substantial value. Conversely, messages cross referenced with permanent Subject TAGS sometimes have no value.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State relating to U.S. participation and support to international organizations. Other permanent documentation relating to AORG may also be found among the records of Bureau of International Organization Affairs (IO), especially the Office of International Conferences. Messages with this Subject TAGS will provide a useful and valuable complement to those records, especially in the case of the IO subordinate offices where NARA has appraised many records as temporary since they consist almost entirely of copies of telegrams in the central file. Other related permanent documentation will also be found among the permanent files of other bureaus, as much of the Department's international work is done through the medium of international organizations.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title APCO – Pouch and Courier Operations
Years Listed 1983-1988
Total messages with this Subject TAGS 77,494
Number of messages reviewed 100
No research potential 89 Low 7 Medium 3 Substantial 1
Number of messages with no additional Subject TAGS 78
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 77,494 messages with this Subject TAGS. The records covered by this Subject TAGS document the transport of information by courier or mail pouch.

Nearly all of the messages reviewed have no research potential or low research potential. These messages include information on pouch service, shipment of pouches, missing pouch invoices, courier routes, shipping requirements, modified controlled air pouches, heavy shipping procedures, and various problems within the pouch service. The remaining four messages have medium to substantial research potential and include information on the seizure of U.S. fishing vessels, special handling procedures for pouches, out of control pouches, and a detailed cable regarding the naming of the courier award.

Over half of the messages in all categories of research potential were cross-referenced to Subject TAGS recommended as permanent. The remaining messages were cross-referenced to various Administrative TAGS. There is no direct correlation between research value potential and messages with multiple Subject TAGS including Subject TAGS that have been designated as permanent.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation. They do not document key actions and activities of the U.S. Government; rather they deal with routine and facilitative matters of the type generally appraised as temporary. Permanent documentation relating to the subject of pouch and courier operations may be found among the records of the Under Secretary for Management and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title APCS – Personal Computers

Years Listed 1995 to the Present

Total messages with this Subject TAGS 529

Number of messages reviewed 73

No research potential 71 Low 1 Medium 1 Substantial 0

Number of messages with no additional Subject TAGS 4

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 4

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 529 messages with this Subject TAGS. The records covered by this Subject TAGS document all desktop personal computer activities, including the installation, maintenance, funding, site preparation, training, and procedures for the operation of desktop personal computer equipment; and the funding, distribution, training and use of commercial off-the-shelf (COTS) desktop personal computer software. Nearly all of the messages have no research potential. Messages that have no research potential document matters such as computer problems, procurement, equipment inventories, requests for equipment and installation, system upgrades, and software evaluations. The one message with low research potential and the one message with medium research potential document Departmental procedures relating to personal computer issues.

Almost all of the messages were multi-Subject TAGSed, primarily with other A Subject TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine computer support functions relating to desktop computers. These messages do not provide significant evidence of the Department's information technology operations, equipment, or systems.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title APER - Personnel
Years in Listed 1973 - present
Total messages with this Subject TAGS 2,323,391
Number of messages reviewed 300
No research potential 270 **Low** 23 **Medium** 5 **Substantial** 0
Number of messages with no additional Subject TAGS 177
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 13

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 2,323,391 messages with this Subject TAGS. The records covered by this Subject TAGS document the administration and support of the Department's Civil Service and Foreign Service personnel. Approximately nine per cent of the messages have low or medium research potential, and the remainder have none. Messages that have no research potential document matters such as hiring requests, separation dates, home leave and travel, arrival and departure notices, medical evacuation, paternity leave issues, Foreign Service National (FSN) issues, vacancy announcements, TDY support, assignment and reassignment at post, pay and leave matters (such as advances), security clearances, training, financial disclosures, ethics training, employee deaths, travel funds and authorizations, promotions, spousal travel, time and attendance, salary differentials and cost of living adjustments, requests for personnel action, nominations for routine awards, benefits and compensation, assignment bid lists, shipment of personal and household effects, employee evaluations, dependent employment issues, changes in tour of duty, status of quarters, country clearance requests, educational allowances, shipment of POVs, reporting on post workload, participation in the Combined Federal Campaign, and housing issues. Messages with low research potential deal with matters such as nominations for post positions, cancellation of summer internship programs, arrival of principal officers at post, announcement of nominations for ambassadorships, reporting on EEO requirements, assignment notices, NSDD-38 matters, staffing issues and proposed staffing plans with justifications, Foreign Service National (FSN) matters, and personnel assignments. The messages with medium research potential cover refugee program staffing issues, justification for position upgrades, sensitive Presidential nominations, requests for approval of personal services contracts to support major programs, and U.S. candidates for positions as officers on international bodies,

Almost 60 per cent of the messages were multi-Subject TAGSed, most often with one of the other A subject TAGS. There does not seem to be a strict correlation between research value and the use of multiple TAGS. Messages with multiple Subject TAGS, including some recommended for permanent preservation, can be found among those with no research value. Ten of the low value messages are cross referenced with other Subject TAGS recommended for permanent

preservation while 12 use just the APER Subject TAGS and all but one of the medium value messages are cross referenced with other Subject TAGS recommended for permanent preservation.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. While there is some information of value to be found among the APER Subject TAGS, overall this category deals with routine and facilitative matters of the type generally designated as temporary; the percentage of messages with research value is not sufficient to warrant preserving this category. Truly significant documentation relating to personnel matters will be found among the permanent records of Bureau of Human Resources. These include the Personnel Policy Historical Files, various files on ambassadorial appointments, and the files of the Board of the Foreign Service meetings. In addition, the Department's policies relating to personnel matters is preserved in the record set of handbooks and issuances, which is designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title APOU-Mail and Pouch

Years Listed 1977-1980

Total messages with this subject TAGS 49,124

Number of messages reviewed 100

No research potential 53 Low 2 Medium 2 Substantial 1

Number of messages with no additional Subject TAGS 42

Number of messages with one or E, M, P, S & T permanent Subject TAGS 3

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 49,124 messages with this Subject TAGS. The records in this Subject TAGS were used for communications concerning all matters pertaining to contents, scheduling, routing, and tracing delays of pouch dispatch and APO/FPO service. This encompasses both unclassified and classified pouches. For classified pouches, ACOU was also used when appropriate.

Close to ninety percent of messages reviewed have no research potential. Seven percent had low to medium research potential with the remaining have substantial research potential. Messages with no research potential discussed missing shipments, repairs, shipments of materials through pouches, request for pouch bags, missing pouch invoices, controlled air pouches, surface to air pouches, delayed pouches, non-receipt of pouches, and dispatch of pouches. Messages with low research potential discuss procedures on shipment services and oversized pouch services. Messages with medium research potential discuss cargo and classified pouch services. The one message with substantial research potential discusses diplomatic pouch services.

Just over twenty percent of the messages were multi-Subject TAGSed to a variety of Administration Subject TAGS. A small number of messages were cross-referenced to Social Affairs Subject TAGS. There does not appear to be a correlation to multi-Subject TAGSed and research value as messages that were cross-referenced to other Subject TAGS appeared in each category of research value potential.

Disposition recommendation: Temporary

These records do not warrant permanent preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine and facilitative matters of the type generally appraised as temporary. Permanent documentation relating to mail and pouch services may be found among the records of the Under Secretary for Management and the Assistant Secretary for Administration.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title APUB – Publishing, Printing, Distribution, Library Services

Years Listed 1973-80

Total messages with this Subject TAGS 20,797

Number of messages reviewed 50

No research potential 42 **Low** 6 **Medium** 1 **Substantial** 0

Number of messages with no additional Subject TAGS 24

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 12

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 20,797 messages with this Subject TAGS. The records covered by this Subject TAGS document printing and distribution of Departmental publications to posts, including requests for copies of manuals, various technical handbooks, and related transmittal letters, inquiries regarding the availability of specific publications, and requests for changes in the distribution pattern. Almost ninety percent of the messages have no research potential, and all but one of the remaining messages have low research potential. Messages that have no research potential primarily document matters such as requests for publications, requests for corrections to Departmental publications, and shipments of publications. Messages with low research potential primarily deal with matters such as requests for specialized publications. The one message with medium research potential covers information security.

Approximately half of the messages were multi-Subject TAGSed with a variety of Subject TAGS. All of the messages with low or medium research value contained a T, E, M, P, or S Subject TAGS, indicating that messages with higher value are cross referenced to Subject TAGS proposed as permanent.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages primarily document routine matters relating to the distribution and correction of Departmental publications. These messages do not provide significant evidence of the Department's publications services, especially in terms of policies or procedures, including effective, legitimate, and efficient production, policy and design consistency, and legal compliance. Messages with value that use this Subject TAGS are cross referenced to Subject TAGS proposed as permanent so that information will be preserved.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS AREC-Commissary and Recreation

Years listed 1973-1980

Total messages with this Subject TAGS 6,101

Number of messages reviewed 44

No research potential 33 **Low** 11 **Medium** n/a **Substantial** 0

Number of messages with no additional Subject TAGS 30

Number of messages with one or more E, M, P, S, & T permanent Subject TAGS 3

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 6,101 messages with this Subject TAGS. This Subject TAGS was used to document matters relating to the establishment, maintenance, and operation of commissary and mess services, including snack bars and recreation facilities at Foreign Service Posts. The messages reviewed cover matters such as postage stamp orders, employee associations, insurance coverage of consignments, commissary privileges, use of the DoD commissary exchange system, shipments of holiday turkeys and hams, movement of recreational films such as "Super Stooges vs. Wonder Woman," status of accounts of associations, shipping of household effects of a new commissary manager, hotel reservations, host nation policy on duty free importation, gaming devices at posts, access of third country diplomats to embassy commissaries, and loans to recreation associations.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary. Policy documentation on commissary and mess services and recreation facilities at Foreign Service Posts will be found among the permanent files of the Under Secretary for Management, the Assistant Secretary for Administration, and the Bureau of Human Resources.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AREG-Regulations and Directives

Years Listed 1973-1980

Total messages with this subject TAGS 2,318

Number of messages reviewed 100

No research potential 87 Low 5 Medium 3 Substantial 0

Number of messages with no additional Subject TAGS 9

Number of messages with one or E, M, P, S & T permanent Subject TAGS 6

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 2,318 messages with this Subject TAGS. The records in this Subject TAGS were used for messages inquiring about or suggesting changes in the Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Foreign Affairs Manual Circulars (FAMC's), and the Correspondence Handbook.

Over ninety percent of the messages have no research potential, while eight percent have low to medium research potential. Those messages that have no research potential include questionnaires, interpretation of regulations, visits of inspectors, permits, requests for manuals, guidance related to vehicle disposal and purchase of personal vehicles, reimbursements for mileage, and personnel actions (SF-50 and SF-52). Messages that have low research potential provide guidance on the interpretation of real estate regulations, financial disclosure procedures, and the designation of a post as unhealthy. Messages with medium research potential relay information related to the death of an American citizen, post workload regarding visitors, and the interpretation of regulations. No messages were determined to have substantial research potential.

Ninety percent of the messages were multi-Subject TAGSed to various Subject TAGS including a number of permanent Subject TAGS as well as number of temporary Subject TAGS in Administration and permanent Subject TAGS in Consular Affairs. There does not appear to be a connection between research potential and messages with more than one Subject TAGS. Of the messages with the highest research potential, medium, two of the three were cross-referenced to other Subject TAGS.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation in the National Archives. They provide insight to key Department activities and regulations; however, they are administrative in nature and records of this type have been generally appraised as temporary. The master file of Department of State regulations and directives is designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ASAF - Safety

Years Listed 1973-74

Total messages with this Subject TAGS 1,077

Number of messages reviewed 100

No research potential 49 **Low** 30 **Medium** 6 **Substantial** 0

Number of messages with no additional Subject TAGS 5

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 52

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1,077 messages with this Subject TAGS. The records covered by this Subject TAGS document accident prevention programs, any accident involving injuries, and property damage. Approximately thirty-five percent of the messages have low research potential, and most of the remainder have no research potential. Twelve percent of the messages have medium research potential. Messages that have no research potential document routine matters such as safety directives, distribution and requests for safety publications, safety surveys, safety notices, safety equipment, and notices for training. Messages with low research potential deal with matters relating to routine accident investigations and assessments, especially aircraft accidents. The messages with medium research potential relate to significant accident investigations and assessments especially aircraft accidents.

Nearly all of the messages were multi-Subject TAGSed and more than half of the messages were cross referenced with an E, M, P, S, or T Subject TAGS. Many of those are to EAIR. There is no obvious relationship between research value and multiple TAGS, although a preponderance of messages with research value contain a Subject TAGS proposed as permanent.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages primarily document routine aspects of the Department's safety program and administrative aspects of accident investigations which, while important to the Department and the parties involved, do not have long term historical value. In the case of significant accidents, these messages provide a fragmentary source of documentation at best. In the case of civil aircraft accident investigations, the Department provides a limited amount of reporting through its posts abroad on civil aircraft accidents, while the National Transportation Safety Board maintains primary responsibility for such activities. As a result, the messages dealing with significant civil aircraft accident investigations are of little research value. Furthermore, the messages of value will be preserved by virtue of being cross referenced with a Subject TAGS proposed as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ASCH – U.S. Sponsored Schools
Years in Listed 1973 - Present
Total messages with this Subject TAGS 53,019
Number of messages reviewed 100
No research potential 72 Low 24 Medium 2 Substantial 0
Number of messages with no additional Subject TAGS 88
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 53,019 messages with this Subject TAGS. The records covered by this Subject TAGS document elementary and secondary education for dependents of U.S. Government employees outside the U.S. About 25 per cent of the messages have low or medium research potential, and the remainder have none. Messages that have no research potential document matters such as receipt of instructional materials, job applicant status, school fund raising, travel plans and funding, arrangements for attendance at conferences, grant application processing, school status, school insurance, school questionnaires, and school security. Messages with low research potential deal with matters such as changes in school grants, candidates for school superintendents, policy on grant assistance to schools, follow-up to Overseas School Advisory Council surveys, and amendment to grants. The two messages with medium research potential deal with the issue of providing assistance to a specific American school and reporting on post farewells, including an overall summary

Only about 10 per cent of the messages were multi-Subject TAGSed, almost always with one of the other A Subject TAGS. There does not seem to be any relationship between value and the use of multiple Subject TAGS.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. While some of these records have some research value, it is minimal and on the whole they document routine and facilitative matters of the type generally designated as temporary. Policy documentation on overseas schools will be found among the permanent files of the Under Secretary for Management and the Assistant Secretary for Administration. The latter official oversees the Office of Overseas Schools. Also, the records of the Overseas School Advisory Council are designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ASEC - Security
Years in Listed 1973 - present
Total messages with this Subject TAGS 2,341,820
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 2,341,820 messages with this Subject TAGS. The records covered by this Subject TAGS document the development, coordination, or administration of substantive security policies and programs as well as major security related incidents around the world, such as embassy buggings, ambassadorial kidnappings and murders, and terrorist attacks on Foreign Service Posts.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key historically significant incidents and matters relating to security issues and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ASIG-Inspector General Activities

Years Listed 1976-present

Total messages with this subject TAGS 66,690

Number of messages reviewed 100

No research potential 60 Low 19 Medium 18 Substantial 2

Number of messages with no additional Subject TAGS 51

Number of messages with one or E, M, P, S & T permanent Subject TAGS 6

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 66,690 messages with this Subject TAGS. The records in this Subject TAGS document activities of the Inspector General's office including investigations of waste, fraud, and mismanagement; audits, and domestic and inspections abroad. These cover Department functions, posts abroad and missions, other agency programs, contracts, and grants.

Approximately sixty percent of the messages have no research potential; thirty-seven percent have low to medium research potential, and the remaining have substantial research potential. Those messages that have no research potential discuss travel arrangements, responses to questionnaires, training, inspection compliance reports, clearances for inspectors, and procedures on litigation. Messages that have low research potential include inspection compliance reports, survey request for property, inspection recommendations, resolution to recommendations, and security oversight inspection. Messages with medium research potential discuss survey work and maintenance projects, scope of inspections, inspection recommendations and resolutions, compliance reviews, and grant application justifications. Messages with substantial research potential include consular package report and ambassador's post memorandum (overview).

Less than half of the messages were multi-Subject TAGSed with the majority being to other Administration Subject TAGS. Several of these multi-Subject TAGS messages were cross-referenced to Subject TAGS recommended as permanent. There appears to be a connection between research potential and messages with multi-Subject TAGS in this instance. As research potential increases so does the number of messages with multi-Subject TAGS in correlation to total number of messages. This is especially evident for those messages with substantial research potential. Both messages in this category are cross-referenced to other Subject TAGS recommended as permanent.

Disposition recommendation: PERMANENT

The records covered by this Subject TAGS warrant preservation in the National Archives. These messages document key actions and activities of the Office of the Inspector General as it performs specialized security inspections and audits in support of the Department's mission. These records will be a useful and valuable complement to the records of the Office of the Inspector General that are designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ASUP – Supplies and Equipment

Years Listed 1973 to the Present

Total messages with this Subject TAGS 618,736

Number of messages reviewed 100

No research potential 96 **Low** 1 **Medium** 2 **Substantial** 0

Number of messages with no additional Subject TAGS 45

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 618,736 messages with this Subject TAGS. The records covered by this Subject TAGS document the acquisition of supplies, services, equipment, and official vehicles. Approximately ninety-five percent of the messages have no research potential, and the remaining few have low or medium research potential. Messages that have no research potential document matters relating to the acquisition and handling of common items such as order placement for vehicles, office furniture, typewriters, medical supplies, and tableware, confirmation receipts, payments, and shipping instructions. The two messages with medium research potential deal with order placement for specialized equipment.

Almost half of the messages were multi-Subject TAGSed, usually with another A Subject TAGS. There is no apparent relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine and facilitative activities relating to supply chain management, primarily acquisition and materials handling of routine supplies. These messages also do not provide evidence of more significant Departmental policies, procedures, or decisions involving supply chain management, such as acquisition planning or determination requirements for significant acquisitions.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ATRN – Transportation Service
Years in Listed 1973 - present
Total messages with this Subject TAGS 899,588
Number of messages reviewed 100
No research potential 95 Low 4 Medium 0 Substantial 0
Number of messages with no additional Subject TAGS 82
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 899,588 messages with this Subject TAGS. The records covered by this Subject TAGS document the shipment of personal effects, supplies and equipment, tracing of those items, and travel regulations and interpretation. Ninety-five per cent have no research potential, and the remainder have low research potential. Messages that have no research potential document matters such as shipment of household and personal effects and personal vehicles, missing shipments, status of shipments, claims for lost goods, and costs associated with shipments. Messages with low research potential deal with matters such as U.S. participation in an exposition on non-conventional transportation, problems dealing with local officials, ambassadorial travel, and establishing services to the new posts in the former Soviet republics.

Only eighteen of the messages were multi-Subject TAGSed, generally with one of the other A subject TAGS. There is no relationship between research value and the use of multiple Subject TAGS.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. They document routine and facilitative matters of the type generally designated as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

**Subject TAGS/Title AVCE-Foreign Service Post Voice Communications Facilities
Years Listed 1977-1980**

Total messages with this subject TAGS 15,177

Number of messages reviewed 50

No research potential 45 Low 5 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 26

Number of messages with one or E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 15,177 messages with this Subject TAGS. The records in this Subject TAGS were used to post telephone, intercom, and voice radio systems in all respects except for maintenance; and all aspects of secure voice or limited voice protection service except for maintenance should use the Subject TAGS AMTC-Telecommunications Equipment Maintenance.

Ten percent of the messages have low research potential, while the remaining ninety percent have none. Messages that have no research potential deal with the radio equipment at posts including shipment information, installation issues, equipment problems, network upgrades, frequency information, and communications support for VIP travel. Messages with low research potential deal with matters such as the misuse of communications equipment, communications security measures, protection of COMs and POs, and secure voice equipment. No messages were determined to have medium or substantial research potential.

A little less than fifty percent of the messages were multi-Subject TAGSed, with three-fourths of them to Administration TAGS; ACMS, ACOA, AFOP, AFSP, AMTC, ANET, (recommended as temporary); and AMGT and ASEC (recommended as permanent). The remaining messages were cross-referenced to the OVIP Subject TAGS. There does not appear to be a correlation to multi-Subject TAGSed and research value as messages in both research categories were cross-referenced to other subject TAGS.

Disposition recommendation: Temporary

These records do not warrant permanent preservation in the National Archives. Given the small number of messages crossed to other Subject TAGS recommended as permanent the loss of messages with only the AVCE Subject TAGS or Subject TAGS in conjunction with other temporary Subject TAGS is not sufficient to lead to a permanent disposition. They are routine and facilitative in nature and do not provide significant insight or documentation into the daily operations of the Department.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AWPR – Word Processing

Years Listed 1980-94

Total messages with this Subject TAGS 118,674

Number of messages reviewed 75

No research potential 74 Low 1 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS 2

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 0

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 118,674 messages with this Subject TAGS. The records covered by this Subject TAGS document the installation, maintenance, funding, training, and procedures required for the operation of word processing equipment. Ninety-nine percent of the messages have no research potential. These messages document matters such as requests for computer support, equipment, and maintenance, systems notifications, and hardware and software installation.

Nearly all of the messages were multi-Subject TAGSed, usually with one of the other A Subject TAGS. There is no relationship between research value and multiple TAGS.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages document routine computer support functions relating to word processing. These messages do not provide significant evidence of the Department's information technology operations, equipment, or systems, including the impact of office automation tools on the conduct of foreign relations or Federal operations in general.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title AWRD-Awards

Years Listed 1973-1980

Total messages with this subject TAGS 4,180

Number of messages reviewed 50

No research potential 38 Low 7 Medium 1 Substantial 1

Number of messages with no additional Subject TAGS 24

Number of messages with one or E, M, P, S & T permanent Subject TAGS 6

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 4,180 messages with this subject TAGS. The records in this Subject TAGS were used for matters concerning employee suggestions that fall outside the jurisdiction of the company committee to approve; nominations for recommendations of post personnel for Departmental honor awards (except meritorious); other federal and nonfederal performance awards exceeding \$500 and nominations for tributes of Appreciation not within the jurisdiction of the chief of the mission to approve; requests for scrolls; safe-driving award, and Diplomatic Courier Awards.

Just over fifteen percent of the messages reviewed have, low, medium, or substantial research potential; while over seventy five percent have no potential research value. Those messages with no research potential deal with recommendations and nominations for awards, approval of award nominations, and meritorious and superior honor awards. Messages with low research potential discuss proposed Legion of Merit awards and annual reports of awards. Messages with medium and substantial research potential deal with commendations to other federal agencies during an emergency and a Salzman Award nomination that also discusses the political and economic situation in Liberia.

Just over half the messages were cross-referenced to a variety of Subject TAGS. Administration Subject TAGS appeared most often, including AFSP and APER, which have both been recommended as temporary. Those messages with medium and substantial research potential were not cross-referenced. There does not appear to be a correlation to multi-Subject TAGSed and research value as messages with the highest research potential were not cross-referenced.

Disposition recommendation: Temporary

These records do not warrant permanent preservation in the National Archives. They do not document key actions and activities of the U.S. Government; rather they deal with routine personnel and facilitative matters of the type generally appraised as temporary.

BUSINESS AFFAIRS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BAGB-Agribusiness

Years Listed 1976-80

Total messages with this Subject TAGS 1,294

Number of messages reviewed 63

No research potential 1 **Low** 15 **Medium** 17 **Substantial** 27

Number of messages with no additional Subject TAGS 10

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 36

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1,294 messages with this Subject TAGS. The records covered by this subject TAGS document agribusiness developments and the possible application of American technology and products to agribusiness projects, including engineering design, consulting, U.S. investment, venture capital, or planning services as well as equipment and construction in the agriculture field. Nearly half of the messages have substantial research potential and nearly all of the remainder have medium or low research potential. The one message that has no research potential documents a passport related issue for seminar participants. Messages with low research potential deal with matters such as overseas business opportunities and traveling business delegations. The messages with medium research potential cover meetings, reports, and projects relating to overseas economic development objectives. Messages with substantial research value cover significant agribusiness projects, developments, and plans relating to overseas economic development objectives.

Nearly all of the messages were multi-Subject TAGSed, including a substantial majority with an E Subject TAGS. There appears to be a positive relationship between research value and multiple TAGS. Those with more Subject TAGS have more value.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide significant evidence of the Department's conduct of foreign relations relating to the advancement of U.S. economic interests abroad through assistance to U.S. agribusinesses in international commercial and business affairs. These records also provide a highly useable source of documentation relating to how international economic relationships are constructed, conceptualized, and legitimated when viewed in context with other B Subject TAGS recommended for permanent preservation. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: BBAK-Background and Firms, Products, and Individuals
Years in Listed 1973-1980
Total messages with this Subject TAGS 5,725
Number of messages reviewed 100
No research potential 9 **Low** 44 **Medium** 29 **Substantial** 14
Number of messages with no additional Subject TAGS 46
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 44

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 5,725 messages with this Subject TAGS. This Subject TAGS was used for communication giving or requesting background, financial responsibility, general reputation, and organizational information on a specific company or individual, as well as for communications on a specific product of a company, an individual, a trade association, or a multinational corporation. Over 85 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as status reports, visit arrangements, and routine requests for information. Messages with low research potential deal with matters such as reporting on banking and commercial activities, name checks on foreign companies, establishing the bona fides of American companies on behalf of local businesses and government, background information on business firms, and host country requests for information. The messages with medium research potential cover post requests for legal guidance, post reporting on local construction projects and related implications for American businesses, and Congressional inquiries. Messages with substantial research value cover post comments on export license requests, post reporting on business disputes, post reporting on SEC inquiries, post reporting on trade fairs, post reporting on evidence of bribery by American firms, and the foreign policy ramifications of all of the above.

About half of the messages are cross-referenced with other Subject TAGS, most commonly with one or more of the other B Subject TAGS or with one of the E subject TAGS. Messages with medium and substantial value tended to include more than one Subject TAGS, but many messages with only the BBAK Subject TAGS have research value.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the area of business promotion. While not usually thought of as a major foreign policy subject, these activities are important and reflect key

Departmental policies and operations. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basis for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BBCP-Business Consultation Program

Years Listed 1974

Total messages with this subject TAGS 97

Number of messages reviewed 25

No research potential 5 **Low** 13 **Medium** 5 **Substantial** 1

Number of messages with no additional Subject TAGS 5

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 4

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 100 messages with this Subject TAGS. The records covered by this Subject TAGS document communications between the Department of State and Foreign Service Posts concerning consultations with businesses. They also document communications regarding meetings for visiting foreign dignitaries with leading U.S. businesses.

Of the messages reviewed twenty-one percent have no research potential, seventy-five percent of the messages have low to medium research potential, and less than one percent has substantial research potential. Messages with no research potential include information related to visits of Americans, financial sponsorship for travel, speakers for conferences, and request for reply to cables. Messages with low research potential deal with commercial activities at posts, attendance and details related to the Pan Pacific Small Business Conference, business council activities, and posts comments on proposals. Messages with medium research potential include reports on post business activities, information on the Commercial Country Program, business presentations, and requests for assistance in trade and investment matters. The message with substantial research value addresses complaints related to the contract award process.

Over half of the messages were multi-Subject TAGSed. Of these messages the majority are cross-referenced to BGEN-Business Services-General, which is recommended for preservation. Also included were BEXP-Trade Expansion and Promotion and BTRA-Travel by U.S. and Foreign Businessmen, both recommended as permanent. Three messages also had Subject TAGS in the E (Economic Affairs) category also proposed for permanent retention.

Disposition recommendation: PERMANENT

The records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the area of business promotion. While not usually thought of as a major foreign policy subject, these activities are important and reflect key

Departmental policies and operations. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basic for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BBSR-Business Services Reporting

Years Listed 1974 to the Present

Total messages with this Subject TAGS 26,883

Number of messages reviewed 100

No research potential 15 **Low** 73 **Medium** 8 **Substantial** 0

Number of messages with no additional Subject TAGS 75

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 8

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 26,883 messages with this Subject TAGS. The records covered by this subject TAGS document information services provided to the business community, including acquisition of publications, responses to unanswered inquiries, or requests for information about foreign business matters. Seventy-five percent of the messages have low research potential and fifteen percent have none. The remainder of the messages have medium research potential. Messages that have no research potential document routine matters such as requests for mailing addresses and publications and updates to publications. Messages with low research potential primarily deal with matters such as local market research and information on local business firms in support of assisting the U.S. business community in international commercial and business affairs. The messages with medium research potential cover such topics as internal operations and management of Departmental or post business affairs.

Twenty-five percent of the messages were multi-Subject TAGSed with a wide range of Subject TAGS other than an E, M, P, S, or T Subject TAGS. Eight messages included an E, M, P, S, or T Subject TAGS. There does not appear to be a direct relationship between research value and multiple TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide significant evidence of the Department's conduct of foreign relations relating to the advancement of U.S. economic interests abroad through assistance to the U.S. business community in international commercial and business affairs. These records also provide a highly useable source of documentation relating to how international economic relationships are constructed, conceptualized, and legitimated when viewed in context with other B Subject TAGS recommended for permanent preservation. Furthermore, NARA has approved the temporary disposition of similar paper records in the records schedule for the Coordinator for Business Affairs Staff, Bureau of Economic and Business Affairs. In the appraisal for that job, NARA

argued that messages in the Central Foreign Policy File with the Subject TAGS BBSR would be a more useable and significant source of information about BBSR related activities.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: BDIS-Trade Complaints and Disputes

Years Listed 1973-1980

Total messages with this Subject TAGS 8,646

Number of messages reviewed 100

No research potential 11 **Low** 57 **Medium** n/a **Substantial** 31

Number of messages with no additional Subject TAGS 50

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 36

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 8646 messages with this Subject TAGS. The records covered by this Subject TAGS document specific trade disputes between a U.S. and a foreign business and trade complaints regarding U.S. firms or products. More than half the messages reviewed have low research potential, approximately one-third have substantial research potential, and the remainder have no research potential. Messages that have no research potential document matters such as preparations for hosting a trade mission, requests for copies of documents and retransmission of messages, questions regarding invoices, security clearances, confirmation of travel arrangements, and requests for information. Messages with low research potential deal with matters such as patent disputes, updates on specific trade disputes, transmission of affidavits regarding trade disputes, information on the specifics of trade disputes, U.S. businesses requesting assistance from and consulting with the Department regarding disputes, notifications of payments in disputes, resolution of disputes, coordination with other U.S. Government agencies, posts requests for guidance in handling disputes, informing posts on how to deal with host governments, and reports on meetings with host governments to resolve disputes. The messages with substantial research value cover reporting on host government positions on disputes, summaries of negotiations, reporting on potential problems involving sales by U.S. firms, reporting on expropriation of U.S. businesses, claims with high level or Congressional interest, reporting on host government business practices, reporting on intergovernmental discussions and negotiations, high level visits where trade disputes will be discussed, advice to private U.S. companies regarding prospects given local conditions, and similar matters.

Half of the messages were multi-Subject TAGSed, mostly with other B (Business Services) Subject TAGS or E (Economic Affairs) Subject TAGS, plus a smattering of C (Consular Affairs), P (Political Affairs), and S (Social Affairs) Subject TAGS.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State relating to trade complaints and disputes. While not usually thought of as a major foreign policy subject, these activities are important and reflect key Departmental policies and operations. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basis for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: BENC-Engineering and Construction Services
Years in Listed 1976-1980
Total messages with this Subject TAGS 21,697
Number of messages reviewed 100
No research potential 11 **Low** 50 **Medium** 34 **Substantial** 1
Number of messages with no additional Subject TAGS 58
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 26

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 21,697 messages with this Subject TAGS. The records covered by this Subject TAGS document early alert and follow-up information on the planning, design, engineering, and construction of major infrastructure and industrial system projects with potential for \$5 million or more in U.S. services, fees, and equipment exports. Approximately 85 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as requests for publications, project status reports, and arrangements for visits. Messages with low research potential deal with matters such as more detailed updates and reports on projects, announcements of openings for bids for major construction projects, resulting on the results of bids for major projects, and reporting on project and business opportunities for American businesses. The messages with medium research potential cover detailed updates and reporting on major projects, reporting on discussions with host government officials, reporting on World Bank projects, alerts for upcoming projects, and trade opportunities and negotiations. The one message with substantial research value deals with an airport project in the USSR.

About 40 percent of the messages were cross-referenced with other Subject TAGS, most commonly with one of the other B Subject TAGS or one of the E Subject TAGS. Messages with medium and substantial value tended to include more than one Subject TAGS, but many messages with only the BENC Subject TAGS have research value.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the area of the promotion of U.S. businesses engaged in engineering and construction services. While not usually thought of as a part of the traditional conception of foreign policy, these activities are important for understanding U.S. relations abroad. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and

the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basis for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BEXP-Trade Expansion and Promotion

Years Listed 1973 to present

Total messages with this subject TAGS 309,418

Number of messages reviewed 100

No research potential 31 **Low** 43 **Medium** 16 **Substantial** 6

Number of messages with no additional Subject TAGS 63

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 13

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 310,000 messages with this subject TAGS. The records covered by this Subject TAGS document efforts to promote trade and other commercial activities, including specific proposals and inquiries to establish trade relations.

Of the messages reviewed thirty-two percent have no research potential, sixty-one percent of the messages have low to medium research potential, and seven percent has substantial research potential. Messages with no research potential include request for publications, conference and seminar information, trade opportunities, and travel information and accommodations. Messages with low research potential deal with private trade opportunities, contract disputes, foreign government tender, construction projects, and related financial information. Messages with medium research potential include international financial projects, promotion of trade, business opportunities, and reports on trade activities. Messages with substantial research value address status of business programs, trade activities, and comments on service markets and visits of a nuclear team.

A little over one-third of the messages reviewed were multi-Subject TAGSed. Of those, the majority includes a sprinkling over several Subject TAGS including Administration, Business Services, Economic Affairs, Military and Defense Affairs, Operations, Political Affairs, Social Affairs, and Technology and Science. Of those additional Subject TAGS all but one has been proposed for permanent retention. There does not appear to be a correlation between research value potential and messages with more than one Subject TAGS. Messages with more than one Subject TAGS appear in each category of research value potential.

Disposition recommendation: PERMANENT

The records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the area of business promotion. While not usually thought of as a major foreign policy subject, these activities are important and reflect key

Departmental policies and operations. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basic for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BFOL-Follow-up Request

Years Listed 1973-80

Total messages with this Subject TAGS 7,440

Number of messages reviewed 100

No research potential 36 **Low** 47 **Medium** 9 **Substantial** 2

Number of messages with no additional Subject TAGS 63

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 10

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 7,440 messages with this Subject TAGS. The records covered by this subject TAGS document follow-up requests for information relating to business reports, investment opportunities, licensing issues, and trade issues. Approximately half of the messages have low research potential and a large portion of the remainder have none. Approximately ten percent of the messages have medium or substantial research potential. Messages that do not have any research potential tend to document matters such as routine requests for publications and mundane information. Messages with low research potential deal with matters such as foreign trade and requests for information on foreign firms. The messages with medium or substantial research potential cover trade promotion, business opportunities, and research analysis on foreign trade.

Approximately thirty-five percent of the messages were multi-Subject TAGSed with a variety of Subject TAGS other than an E, M, P, S, or T Subject TAGS. Ten messages included an E, M, P, S, or T Subject TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide significant evidence of the Department's conduct of foreign relations relating to the advancement of U.S. economic interests abroad through assistance to the U.S. business community in international commercial and business affairs, including economic analysis and trade promotion. These records also provide a highly useable source of documentation relating to how international economic relationships are constructed, conceptualized, and legitimated when viewed in context with other B Subject TAGS recommended for permanent preservation. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: BGEN-Business Services General
Years in Listed 1973-1980
Total messages with this Subject TAGS 12,702
Number of messages reviewed 100
No research potential 10 **Low** 43 **Medium** 23 **Substantial** 19
Number of messages with no additional Subject TAGS 55
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 28

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 12,702 messages with this Subject TAGS. This Subject TAGS was used only when one of the more specific B subject TAGS was not applicable or when it was desired to indicate a relationship between another subject and business services in general. Approximately 85 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as requests for information, visit arrangements, contact requests, and notifications that requested information was sent. Messages with low research potential deal with matters such as general economic reporting, trade complaints, requests for substantive information relating to activities, reporting on participation in local business councils, reporting trade opportunities, reporting on changes in host country business and contracting laws and regulations, reporting on the commercial program at post, assistance to U.S. businesses, private trade opportunities, and reports on business visits. The messages with medium research potential cover meetings and conversations with host government officials, reporting problems local manufacturers have with U.S. regulations, post responses to Congressional inquiries, assistance to American businesses, reporting on local trade activities, such as boycotts, reporting on various business negotiations, promotion of American businesses, and reporting on host government dealings with third countries. Messages with substantial research value cover U.S. policies and goals in various countries, reporting on business activities, reporting on special investigations, reporting on U.S. corporate activities in host country, reporting on international business conferences, political ramifications of U.S. business activities overseas, reporting on assistance given to host government on investment and trade promotion, reporting on meetings with host government officials, and reporting on trade embargoes.

About 45 per cent of the messages were multi-Subject TAGSed, most commonly with one of the other B Subject TAGS or one of the E Subject TAGS. What was surprising is the number of messages that used this general Subject TAGS rather than one of the more specific B Subject TAGS that may have been more appropriate. Messages with medium and substantial value

tended to include more than one Subject TAGS, but many messages with only the BGEN Subject TAGS fell into those categories, too.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the broad area of business services. While not usually thought of as a major foreign policy subject, these activities are important and reflect key Departmental policies and operations. Many of the messages with only this Subject TAGS overlap the subjects covered by the other B Subject TAGS which are recommended for preservation. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basis for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BLIB-Commercial Libraries

Years Listed 1973-1974

Total messages with this subject TAGS 85

Number of messages reviewed 22

No research potential 14 **Low** 4 **Medium** 2 **Substantial** 0

Number of messages with no additional Subject TAGS 12

Number of messages with one or E, M, P, S & T permanent Subject TAGS 1

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 100 messages with this subject TAGS. The records covered by this Subject TAGS document the request of names of publications in a specific field or details on the contents of a specific publication.

Of the messages reviewed seventy percent have no research value and the remaining thirty percent have low to medium research potential. Messages with no research potential document requests for publications, request for information on training programs, library re-designation, and equipment for a business facilitation center. Messages with low research potential deal with matters such as economic and commercial expenditures, trade directories, forwarding of annual reports, and the establishment of a new business facilitation center. The messages with medium research potential include information on East-West trade and a proposal for a commercial/economic library. No messages were determined to have substantial research potential

Over half of the messages reviewed were multi-Subject TAGSed. Of these, the majority were to BEXP-Trade Expansion and Promotion, which is recommended as permanent. Also included were BPUB-Business-Commercial Publications and Libraries, APUB-Publishing, Printing, Distribution, Library Services, and ALIB -Library Services, all of which are proposed as temporary. One message was cross-referenced to messages in the Economic Affairs category, which are proposed for permanent retention, although it was designated as having low research potential. There were a number of messages with a higher research potential cross-referenced to other Administration and Business Services Subject TAGS. However, no messages were designated as having higher than medium research potential and that message was not cross-referenced to another Subject TAGS. There does not appear to be a relationship between research value potential and multi-Subject TAGS messages.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. This Subject TAGS does not document significant elements of the Department's role in the promotion of business services, nor key actions and activities of the U.S. Government; rather they deal with routine and facilitative matters of the type generally appraised as temporary.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BMGT – Foreign Commercial Service Management Operations

Years Listed 1994 to the Present

Total messages with this Subject TAGS 4,940

Number of messages reviewed 100

No research potential 22 Low 48 Medium 17 Substantial 13

Number of messages with no additional Subject TAGS 7

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 45

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 4,940 messages with this subject TAGS. The records covered by this subject TAGS document the State Department's management, administration, and operation of the commercial programs with the Foreign Commercial Service (FCS) of the Department of Commerce, a trade promotion initiative of the U.S. Government. Approximately half of the messages have low research potential and thirty percent have medium or substantial research value. The remaining messages have none. Messages that have no research potential document routine facilitative matters in the administration of the program. Messages with low research potential deal with matters such as trade promotion, program funding, and country information. The messages with medium or substantial research potential document trade and program reporting, such as post reporting on particular trade opportunities or program opportunities.

Almost ninety percent of the messages were multi-Subject TAGSed, and almost fifty percent of these included a permanent E, M, P, S, or T TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide significant evidence of the Department's conduct of foreign relations relating to the coordination and oversight of commercial programs with the FCS. These records also provide a highly useable source of documentation relating to how international economic relationships are constructed, conceptualized, and legitimated when viewed in context with other B Subject TAGS recommended for permanent preservation. Furthermore, NARA has approved the temporary disposition of similar paper records in the records schedule for the Coordinator for Business Affairs Staff, Bureau of Economic and Business Affairs. In the appraisal for that job, NARA argued that messages in the Central Foreign Policy File with the Subject TAGS BMGT would be a more useable and significant source of information about FCS related activities.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: BPRO-Business Proposals and Inquiries
Years in Listed 1973-1980
Total messages with this Subject TAGS 9,725
Number of messages reviewed 100
No research potential 27 **Low** 56 **Medium** 11 **Substantial** 1
Number of messages with no additional Subject TAGS 74
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 9

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 9,725 messages with this Subject TAGS. The records covered by this Subject TAGS document communications regarding specific proposals and trade inquiries made by U.S. businessmen for presentation and development by U.S. Government Trade Mission members as well as for proposals and trade inquiries by foreign businessmen to establish trade relations with the U.S. About 70 per cent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as new addresses, credit insurance requests, general information about trade matters, notices, reporting on selectee for projects, routine Export-Import Bank matters, replies to business inquiries, request for information, visit arrangements, and equipment sales. Messages with low research potential deal with matters such as requests for and post comments on Export-Import Bank proposals and issues, reporting on business opportunities, reporting on assistance to businessmen, reporting on projects, reporting on host country dealings with U.S. firms, requests for and post comment on business proposals, reporting on assistance provided, and reporting on financing for proposed business activities. The messages with medium research potential cover reporting on major proposals and projects, reporting on major Export-Import Bank financing and loan issues, and reporting on private export to the U.S. The one message with substantial research value is a post comment on an Export-Import Bank guarantee.

The vast majority of messages with this Subject TAGS included no cross references. Those few messages that do include cross references, generally cite one of the other B Subject TAGS or one of the E Subject TAGS, with an occasional M or P Subject TAGS. The messages with medium and substantial value tended to include multiple Subject TAGS, but many messages with only the BPRO Subject TAGS had some value.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the area of business promotion. While not usually thought of as a major foreign policy subject, these activities are important and reflect key Departmental policies and operations. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basis for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BPUB-Business-Commercial Publications and Libraries

Years Listed 1973-1980

Total messages with this subject TAGS 1,178

Number of messages reviewed 95

No research potential 79 Low 6 Medium 3 Substantial 1

Number of messages with no additional Subject TAGS 45

Number of messages with one or E, M, P, S & T permanent Subject TAGS 15

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1200 messages with this Subject TAGS. The records covered by this Subject TAGS document the request, purchase, or acquisition of publications or subscriptions for Department of Commerce and Commerce-oriented publications. BPUB also documents the request for names of publications in a specific field or details on the contents of a specific publication.

Close to eighty-nine percent of the messages reviewed have no research value, ten percent have low to medium research potential, and the remaining one percent has substantial research potential. Messages with no research potential document requests for publications, mailing of surveys, and revisions to the Overseas Business Report. Messages with low research potential deal with matters such as the request for publications related to a special project of which a Foreign Service Post is involved, investment information, and regulations and bulletins. The messages with medium research potential cover export data and information on U.S. companies conducting business overseas. Messages with substantial research value cover overseas business reporting.

Over half of the messages were multi-Subject TAGSed. Of the messages that were multi-Subject TAGSed, many included APUB-Publishing, Printing, Distribution, Library Services and BEXP-Trade Expansion and Promotion. The former is proposed for temporary retention, while the later is proposed for permanent retention. Messages with greater research potential also had Subject TAGS in the E (Economic Affairs), M (Military and defense Affairs), S (Social Affairs), and T (Technology and Science) categories which are proposed for permanent retention.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives and do not document significant elements of the Department's role in the promotion of business services, nor key actions and activities of the U.S. Government. These messages deal with routine and facilitative

matters of the type generally appraised as temporary. Any messages with research value are cross-referenced to Subject TAGS that are recommended for preservation.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BTIO – Trade and Investment Opportunities

Years Listed 1974 to the Present

Total messages with this Subject TAGS 69,655

Number of messages reviewed 100

No research potential 5 Low 78 Medium 7 Substantial 3

Number of messages with no additional Subject TAGS 43

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 13

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 69,655 messages with this subject TAGS. The records covered by this subject TAGS document administrative and operational reporting on opportunities for U.S. businesses. Approximately seventy-five percent of the messages have low research potential and ten percent have medium or substantial research potential. Less than ten percent of the messages have no research value. Messages that have no research potential document routine matters such as travel arrangements. Messages with low research potential deal primarily with matters relating to reporting on foreign business opportunities for U.S. businesses. The messages with medium or substantial research potential provide more detailed reporting on business opportunities, such as fisheries, energy, and aerospace business opportunities.

Slightly less than half of the messages were multi-Subject TAGSed, while only thirteen of these included a permanent E, M, P, S or T Subject TAGS. There is no obvious relationship between research value and multiple TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide significant evidence of the Department's conduct of foreign relations relating to the development, coordination, and support of trade and investment opportunities that further U.S. overseas economic development objectives. These records also provide a highly useable source of documentation relating to how international economic relationships are constructed, conceptualized, and legitimated when viewed in context with other B Subject TAGS recommended for permanent preservation. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: BTOP-Trade Opportunity Program
Years in Listed 1980
Total messages with this Subject TAGS 7,044
Number of messages reviewed 100
No research potential 24 **Low** 74 **Medium** 2 **Substantial** 0
Number of messages with no additional Subject TAGS 27
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 7

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 7,044 messages with this Subject TAGS. The records covered by this subject TAGS document private trade opportunities, foreign government tenders, and special handling trade opportunities. About 75 per cent of the messages have low or medium research potential, and the remainder have none. Messages that have no research potential document matters such as announcements of requests for bids, announcements of trade and business opportunities, and announcements of investment opportunities. Messages with low research potential deal with matters such as foreign government tenders of trade opportunities and reporting on trade and investment opportunities. The messages with medium research potential are reporting on major projects.

Three quarters of the messages were multi-Subject TAGSed, many with either BTIO, BEXP, or BFOL as required. An occasional message included one of the E Subject TAGS. The two messages with medium value were cross-referenced with other B Subject TAGS, but many messages with just the BTOP Subject TAGS have value.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State in the area of business promotion. While not usually thought of as a major foreign policy subject, these activities are important and reflect key Departmental policies and operations. Permanent documentation relating to this Subject TAGS may also be found among the records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs (EB). These records provide the fundamental basis for understanding those records. Furthermore, in many cases, records of lower level offices within EB were appraised as temporary since they consist almost entirely of copies of telegrams in the Central Foreign Policy File.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title BTRA-Travel by U.S. and Foreign Businessmen

Years Listed 1973 to 1980

Total messages with this subject TAGS 55,915

Number of messages reviewed 100

No research potential 18 Low 70 Medium 7 Substantial 3

Number of messages with no additional Subject TAGS 15

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 21

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 55,915 messages with this Subject TAGS. The records covered by this Subject TAGS document communications regarding travel of businessman abroad, including itineraries, appointments, special interests information on product line, financial status, reputation, etc., as well as for communications regarding meetings for visiting foreign dignitaries with leading U.S. businessmen. Also used for communications between Washington headquarters (State, Commerce, AID, etc.) and posts abroad concerning consultations with businesses; including information forwarded to the Department of Commerce on Business Invitation Form IA244. (See 10 FAM 916.32).

Of the messages reviewed eighteen percent have no research potential, seventy-nine percent have low to medium research potential, and three percent have substantial research potential. Messages with no research potential include travel arrangements, travel of former Department staff, Visa approvals, and schedule of follow up meetings. Messages with low research potential include request for assistance for U.S. businessmen, scheduled visit under the Foreign Buyer Program and list of participants, Visa name checks, security advisory opinions, and requests for business Visas. Messages with medium research potential include request for assistance to host country corporate visitors, new Canadian policy on Visa requirements, important business visitors, report on economic/business activities, possible indictment of official visitor, and business development. Messages with substantial research value include report on upcoming visits by U.S. corporate representatives, comments on U.S commercial policy toward Indochinese countries, and reports on upcoming business visits.

Over eighty-five percent of the messages reviewed were multi-Subject TAGS. Of those messages with multi-Subject TAGSed the majority were cross-referenced to CVIS-Visas, which is proposed as temporary. However, a number of messages were criss referenced to various Subject TAGS in the Energy category, as well as the other Subject TAGS proposed for retention within the Business Services category. There does not appear to be a correlation between the use of more

than one Subject TAGS and potential research value. The majority of messages reviewed, in all research categories, used more than one Subject TAGS.

Disposition recommendation: PERMANENT

The messages in this Subject TAGS warrant preservation in the National Archives. This Subject TAGS documents a significant activity of the Department in the broad area of business services; support for travel activities, such as travel arrangements and Visa name checks. While not usually thought of as major foreign policy, these activities are important and reflect key Department operations. They also document the important role of Foreign Service Posts in facilitating the business process and providing support to American business. These records will complement other B Subject TAGS recommended as permanent as well as the permanent records of the Under Secretary for Economic, Business, and Agricultural Affairs and the Bureau of Economic and Business Affairs.

CONSULAR AFFAIRS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CARR-Americans Arrested Abroad

Years Listed 1977-80

Total messages with this subject TAGS 81,733

Number of messages reviewed 100

No research potential 10 Low 89 Medium 0 Substantial 0

Number of messages with no additional Subject TAGS: 72

Number of messages with one or E, M, P, S & T permanent Subject TAGS: 14

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 81,733 messages with this Subject TAGS. The records covered by this Subject TAGS document all matters related to imprisoned Americans, including offenses, arrests, trial, detention, and release. Almost ninety percent of the messages have low research potential. The remaining messages have no research value. Messages with low research potential provide basic information about arrested Americans such as names, initial arrest reports, subsequent up-date reports, Congressional inquiries, and monthly reports.

Approximately thirty percent of the messages were multi-Subject TAGSed, of which fourteen percent were cross referenced with an E, M, P, S or T Subject TAGS. Fifteen messages were cross referenced with other C Subject TAGS, twelve of which were CASC (Assistance to Citizens). There is no obvious connection between research value and the use of multiple Subject TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These records provide a valuable source of documentation relating to U.S. citizens or nationals who have been arrested in a foreign country or imprisoned in a foreign jail. Although the treatment of Americans arrested or imprisoned abroad for offenses of any nature may not immediately appear to have foreign policy implications, such treatment may indeed result in significant foreign policy decisions or actions. In documenting the initial role Consular Affairs plays in protecting the rights and interests of Americans arrested or imprisoned abroad, these messages provide a valuable complement to other Subject TAGS recommended as permanent in this appraisal, particularly CASC since CARR was only used from 1977-80, as well as the permanent files of the Office of the Legal Advisor. In addition, these records have some genealogical value and their automated nature will enhance researcher usability for this purpose.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: CASC-Assistance to Citizens
Years in Listed 1973 to present
Total messages with this Subject TAGS 1,106,271
Number of messages reviewed 98
No research potential 39 **Low** 48 **Medium** 10 **Substantial** 1
Number of messages with no additional Subject TAGS 73
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 17

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1,106,271 messages with this Subject TAGS. The records covered by this subject TAGS document consular services provided to citizens of the U.S. and other countries by the Department of State. About 60 percent of the messages have low, medium, or substantial research potential, and the remainder have none. Messages that have no research potential document matters such as delays in transmission of messages, confirmation of transmission and receipt of funds, contact information for individuals, and requests for information. Messages with low research potential deal with matters such as planning for the eventuality of an emergency evacuation, and individual welfare and whereabouts, arrest, repatriation, financial assistance, and medical assistance cases of Americans abroad. The messages with medium research potential cover incidents with U.S. citizens that took foreign policy implications, involved Congressional interest, or provide overviews of local cases. The one message with substantial research value cover details the 1977 detention of a U.S. newspaper columnist in the USSR due to contacts with refuseniks.

Eighteen of the messages were multi-Subject TAGSed, primarily to P or S Subject TAGS. While the one substantial and many of the medium value messages were multi-Subject TAGSed, most of the low value messages included only the CASC Subject TAGS.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. Records of Bureau of Consular Affairs covering similar subjects are already scheduled as temporary. While the bureau records are scheduled for destruction, in some cases it is implied in the appraisal is that material of value will be found among the permanent records constituting the automated system while in other cases the office files have specifically been scheduled as temporary in favor of retaining the automated records. Our review of records confirms this judgement. This Subject TAGS is one of the primary Subject TAGS utilized by CA, and to a lesser degree the Office of the Legal Adviser, in its work and while not documenting matters traditionally thought of as "foreign policy," the records covered by this Subject TAGS document key actions and historically significant activities

of the U.S. Government in its responsibilities for the protection of American citizens abroad over a long period of time and warrant preservation. In addition, these records have some genealogical value and their automated nature will enhance researcher usability for that purpose.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CDES-Deaths and Estates

Years Listed 1973 to 1980

Total messages with this subject TAGS 37,612

Number of messages reviewed 99

No research potential 41 **Low** 44 **Medium** 3 **Substantial** 8

Number of messages with no additional Subject TAGS 86

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 4

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 37,612 messages with this Subject TAGS. The records covered by this Subject TAGS document matters related to the deaths of U.S. citizens in foreign countries and the disposition of their remains. Also included are matters concerning U.S. citizens establishing their rights to estates abroad; conservation of the estates of U.S. citizens who die abroad; and foreign beneficiaries of U.S. estates.

Of the messages reviewed approximately forty percent have no research potential and sixty percent have low, medium, or substantial research potential. Each research potential category includes reports on the deaths of U.S. citizens, death notifications, and the disposition of their remains. Eight messages were designated to have substantial research potential and included death notifications, the identification of remains from a plane crash, and the issuance of death certificates for Americans who died at the Peoples Temple in Jonestown; a highly publicized event of the late 1970's.

A small number of messages, twelve percent were multi-Subject TAGS. Of the multi-Subject TAGSed, the majority were cross-referenced to CASC-Assistance to Citizens, which is proposed as permanent. Several Subject TAGS within Economic Affairs were also included. While most messages used its Subject TAGS alone, those with more than one Subject TAGS all had none to low research value, while some messages with only this Subject TAGS also had medium to high research value potential.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. The messages in this Subject TAGS provide documentation of a key function of the Office of Overseas Citizens Services, to provide assistance to the families of Americans citizens who have died while abroad. While these messages do not document matters traditionally thought of as "foreign policy", they do record elements of key actions and historically significant activities of the Department and U.S.

Government in its responsibilities for the protection of American citizens' rights interests and warrant preservation. The Department provides support to those repatriating bodies to the U.S. These messages would be of significant value and interest to the genealogical community and would complement and provide context for the master files of death notices that has also been designated as permanent, especially given their automated nature.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CFED-Federal Agency Services

Years Listed 1973 to the Present

Total messages with this subject TAGS 76,761

Number of messages reviewed 100

No research potential 54 Low 35 Medium 6 Substantial 5

Number of messages with no additional Subject TAGS 75

Number of messages with one or E, M, P, S & T permanent Subject TAGS 10

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 76,761 messages with this subject TAGS. The records covered by this Subject TAGS document liaison services provided by the Department between other Federal agencies and U.S. citizens and others. This includes services provided to Federal benefits paying-agencies whereby the Department acts as an intermediary for them by providing information and guidance about their programs and services and by assisting them in facilitating claims processing. Liaison services also include assisting U.S. citizens in fulfilling responsibilities they have to the U.S. Government by providing services to other Federal agencies such as the Internal Revenue Service. Approximately half of the messages have no research potential and approximately thirty-five percent have low research potential.

Approximately ten percent have medium or substantial research potential. Messages that do not have any research potential document routine facilitative matters such as training, travel arrangements, requests for forms, and notices about pension payments. Messages with low research potential deal with matters such as extraditions, judicial assistance, and criminal investigations. The messages with medium and substantial research potential cover significant criminal investigations, particularly war crimes investigations involving World War II era figures.

Twenty-five percent of the messages were multi-Subject TAGSed, but only ten percent of these are cross referenced with an E, M, P, S, or T Subject TAGS. There is no obvious connection between research value and the use of multiple Subject TAGS, except to note that messages with this Subject TAGS are, in most cases, not cross referenced with other Subject TAGS recommended for preservation.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide a valuable source of information documenting the role of Consular Affairs as an intermediary between other Federal agencies and U.S. citizens and others living abroad, particularly in the area of extraditions and international war criminals. In documenting the initial role Consular Affairs plays in matters such as dealing with extraditions, a principal

responsibility of the Department of State, and international war criminals, these messages provide a valuable complement to other Subject TAGS recommended as permanent in this appraisal, particularly CASC, as well as the permanent files of the Office of the Legal Advisor. Furthermore, similar paper series of records relating to this Subject TAGS were previously designated as temporary. This leaves the messages covered by this Subject TAGS as the only source of information documenting this activity.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: CGEN-Consular Affairs-General
Years in Listed 1973-1980
Total messages with this subject TAGS 61,695
Number of messages reviewed 100
No research potential 58 **Low** 29 **Medium** 9 **Substantial** 1
Number of messages with no additional Subject TAGS 58
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 9

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 61,695 messages with this Subject TAGS. This Subject TAGS was designated for use for consular matters when none of the other more specific Consular Subject TAGS was applicable. Examples given include judicial and legal service performed by consuls, entry and clearance at foreign posts for U.S. merchant vessels and civilian aircraft, service on behalf of seamen and airmen (U.S. and foreign citizens), and consular service performed in connection with civil aircraft incidents. Approximately 40 per cent of the messages have substantial, medium, or low research potential, and the remainder have none. Messages that have no research potential document matters such as consular and office supplies, requests for publications and forms, requests for case updates, transfer of funds, arrangements for official travel, and installation of equipment. Messages with low research potential deal with matters such as consular services for seamen, general judicial assistance, evacuation and emergency planning, dissemination of information to Americans living and traveling abroad, travel advisories, judicial assistance for war crimes investigations, Consular Conferences, missing aircraft and vessels, consular procedures. The messages with medium research potential cover restrictions on diplomatic travel, judicial assistance for war crimes investigations, emergency planning activities, consular districts and the opening of new consulates, and guidance on extradition matters. The one message with substantial research value deals with a war crimes investigation.

Approximately 40 per cent of the messages were multi-Subject TAGSed. There does not seem to be any relationship between research value and the use of multiple subject TAGS. The one substantial 5 of the 9 medium value messages use this Subject TAGS alone. Use of this Subject TAGS for judicial assistance matters predates the establishment of a Subject TAGS specifically for that subject.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. During the period of its use, this Subject TAGS was one of the primary Subject TAGS utilized by the Bureau of Consular Affairs

(CA) in its work. While not documenting matters traditionally thought of as "foreign policy," the messages covered by this Subject TAGS document key actions and historically significant activities of the U.S. Government in the broad arena of consular matters and thus warrant preservation. The records covered by this Subject TAGS will help provide a documentary framework for understanding other Subject TAGS proposed as permanent as well as other records of the CA already designated as permanent. Note, too, that this Subject TAGS was used for messages relating to judicial assistance. The later Subject TAGS covering that subject alone is also proposed as permanent. Other permanent documentation relating to this Subject TAGS may also be found among the records of CA and the Office of the Legal Adviser.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title : CJAN-Judicial Assistance and Notarial Services

Years Listed 1986 to the Present

Total messages with this Subject TAGS 106,521

Number of messages reviewed 31

No research potential 10 **Low** 15 **Medium** n/a **Substantial** 6

Number of messages with no additional Subject TAGS 16

Number of messages with one or more E, M, P, S, & T permanent Subject TAGS 9

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 106,521 messages with this Subject TAGS. This Subject TAGS category covers documentation relating to notarial services and international judicial assistance, including the service of judicial and extra-judicial documents, and obtaining evidence. Approximately two-thirds of the messages reviewed have low or substantial research potential, and the remaining one-third have no research potential. Messages with no research value include notifications that legal documents have been sent, the making of arrangements for marshals visiting foreign countries to pick up prisoners, forwarding messages regarding administrative matters for the Department of Justice, travel arrangements for DoJ attorneys, submission of annual lists of attorneys, and requests for secretarial services relating to depositions. Messages with low research value include those providing status reports on legal cases (including extraditions), providing requested information to DoJ, reporting on the delivery of diplomatic notes and documents, reporting the arrest of fugitives, and directing posts to request arrest of third nation citizens. The messages with substantial value include reporting on plans for mutual legal assistance negotiations, details of charges relating to extradition requests, judicial assistance relating to war crimes investigations, and negotiations on extradition treaties.

Many messages in all three categories of research potential included multiple Subject TAGS. Of the messages that were multi-Subject TAGSed, many included CASC (Assistance to Citizens) which is also recommended for permanent retention.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. Similar records maintained by the Office of the Legal Adviser (L) are scheduled for destruction. While the series of paper records covered by that item is scheduled for destruction, implied as part of the justification is that material of value will be found among the permanent records constituting the Central Foreign Policy File. Our review of telegrams confirms this judgement. This Subject TAGS is one of the primary Subject TAGS utilized by L in its substantive work. While not documenting matters

traditionally thought of as "foreign policy," the messages covered by this Subject TAGS document key actions and historically significant activities of the U.S. Government in working with and supporting the activities of other U.S. government agencies and warrant preservation. These records provide fuller explanation and understanding of the Department of State perspective in these interagency dealings than the permanent records of those other agencies. In addition, these records have some genealogical value and their automated nature will enhance researcher usability for that purpose. Other permanent documentation relating to the subjects covered by CJAN may be found among the records of the Office of the Legal Adviser as well as the files of the Department's principal officers.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CLOK-Visa Lookout

Years Listed 1983 to present

Total messages with this subject TAGS 212,239

Number of messages reviewed 100

No research potential 22 **Low** 77 **Medium** 1 **Substantial** 0

Number of messages with no additional Subject TAGS 27

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 7

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 212,239 messages with this Subject TAGS. The records covered by this Subject TAGS document matters related to the Visa Lookout System and telegrams discussing the entering, correcting, or deleting of names to the Visa Lookout System.

Of the messages reviewed, slightly more than twenty percent have no research potential, with the remaining having low to medium research potential. Messages with low research potential include new entries and name checks to the Visa Lookout System, as well as requests for corrections to the lookout system. Messages with low research potential include new entries and deletions to the Visa Lookout System, name checks, waiver requests and reports, security advisory opinions, and Category II refusals. One message was designated as having medium research potential includes a request for the deletion of an entry to the Visa Lookout System. No messages were determined to have substantial research potential.

Nearly all messages were multi-Subject TAGSed to CVIS-Visas, which has been proposed as temporary. There were also a small percentage of messages that were multi-Subject TAGSed to Economic Affairs, Operations, Social Affairs, Political Affairs, and Science and Technology. These Subject TAGS have been proposed as permanent.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents a significant function of the Department of State in implementing the laws and regulations related to the visa function and efforts to keep undesirables out of the United States. The majority of messages in this Subject TAGS relate to the Department's visa lookout process. The Bureau of Consular Affairs receives basic biographic data directly from the FBI criminal databases — some of which might include information about terrorists. All consular officers adjudicating visa applications overseas run checks before issuing a visa. To make a deletion, posts submit CLOK

telegrams requesting a deletion, (the Department makes all deletions), and posts make corrections to entries as soon as the correct information is obtained. Posts are responsible for substantial actions within the process and messages in this Subject TAGS illustrate such actions. The actual data system is scheduled as temporary, however, given that several functions of the system originate at the posts level, the messages provide insight on how the Visa lookout process works, and the sensitivity of information contained within CLASS, this Subject TAGS warrant preservation. In addition, given importance of maintaining control over persons entering the country, especially in the post-September 11th world, these records warrant permanent preservation. These records will also complement the permanent policy documentation found among the records of the Bureau of Consular Affairs and its Office of the Legal Adviser.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CMGT - Consular Administration and Management
Years in Listed 1986 – present
Total messages with this Subject TAGS 246,699
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 246,699 messages with this Subject TAGS. The records covered by this Subject TAGS document the overall administration and operational management of consular affairs activities. Included is documentation on consular agreements and treaties, consular conferences, and efforts to properly implement consular regulations.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key matters relating to the overall management and administration of the Department's consular program and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: CPAS-Passports and Citizenship
Years in Listed 1973-Present
Total messages with this Subject TAGS 531,696
Number of messages reviewed 100
No research potential 43 **Low** 52 **Medium** 3 **Substantial** 0
Number of messages with no additional Subject TAGS 83
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 4

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 531,696 messages with this Subject TAGS. The records covered by this subject TAGS document consular matters pertaining to citizenship matters, including passports and nationality. Slightly more than half of the messages have medium or low research potential, and the remainder have none. Messages that have no research potential document matters such as name checks, passport supplies, registration, passport extensions, verification of passport issuance, and other administrative matters. Messages with low research potential deal with matters such as reporting on passport cases with Congressional interest, travel to proscribed areas, citizenship status and verification, passport fraud, implementation of passport policies, lookout clearances, loss of nationality. The messages with medium research potential cover specific cases involving passport policies and loss of nationality and lookout activity.

Only 15 of these messages were multi-Subject TAGSed, the most common one being CASC-Assistance to Citizens. There is no apparent relationship between research value and the use of multiple Subject TAGS.

Disposition recommendation: Temporary

These records do not warrant preservation in the National Archives. For the most part, these records consist of telegraphic exchanges relating to passport matters of various individuals. As such, they do not constitute the complete file on passport applications. The passport application files are scheduled as temporary, although consideration is being given to changing this. Should the decision be made to change the disposition of the passport applications to permanent, these records will be preserved and within the context of other relevant documentation such as the actually applications. Policy documentation relating to passport, nationality, and citizenship matters will be found among the permanent records of the Bureau of Consular Affairs and the Office of the Legal Adviser.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CPRS-Property Protection Services

Years Listed 1973-1980

Total messages with this subject TAGS 14,246

Number of messages reviewed 114

No research potential 26 **Low** 45 **Medium** 33 **Substantial** 7

Number of messages with no additional Subject TAGS 45

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 51

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 14,246 messages with this Subject TAGS. The records covered by this Subject TAGS document matters pertaining to protection of ownership, interests, or claims of U.S. citizens, to personal or real property, including intangible property in foreign countries: Examples include pension, insurance, and other compensation claims; foreign bank accounts, securities, and currencies; personal debts; personal property and real estate; and recovered, lost or stolen property.

Of the messages reviewed twenty-three percent have no research potential, seventy-one percent have low to medium research potential, and six percent have substantial research potential. Messages with no research potential include extradition arrangements, disposition of property, recovery of American citizens property overseas, notification of inheritance, lost travelers checks, and property claims. Messages with low and medium research potential include Congressional inquiries related to claims of U.S. citizens, salary dispute issues, seizures and disputes of property, nationalization status, extradition cases and subsequent arrangements, discussions related to property cases, arrest of U.S. citizens, land disputes, information requests relating to a bus accident, court proceedings, settlements of claims, and seizure of aircrafts. Messages with substantial research value include discussions related to negotiations of extradition treaties, extradition cases, Peoples Temple litigation, racing fraud investigation, and the status of property claims.

Over half of the messages reviewed were multi-Subject TAGSed. Of these the majority are from PFOR-Foreign Policy and Relations and SNAR-Narcotics. Several messages with a higher research potential are multi-Subject TAGSed to various individual Subject TAGS in the Political Affairs category, which has also been proposed as permanent.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. These messages document key actions and historically significant activities of the U.S. Government in its responsibility for the protection of the rights and property of U.S. citizens abroad. These messages are also of significant value and interest to the genealogical community and thus warrant preservation. While the Department is prohibited from acting as an agent or attorney on behalf of U.S. citizen in private legal disputes abroad, it does assist in facilitating communication on behalf of U.S. citizens in tourist, trade and other commercial disputes. The Department also provides assistance when possible in claims involving United States citizens against foreign states. While not often considered an element of foreign policy, the treatment of American citizens when abroad does influence decision makers. The retention of this Subject TAGS should not impose a hardship for preservation purposes, as only a little over fourteen thousand messages were accumulated in the seven year period it was used by the Department.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title CVIS-Visas

Years Listed 1973 to the Present

Total messages with this subject TAGS 5,441,224

Number of messages reviewed 100

No research potential 57 Low 37 Medium 3 Substantial 0

Number of messages with no additional Subject TAGS 67

Number of messages with one or E, M, P, S & T permanent Subject TAGS 20

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 5,441,224 messages with this subject TAGS. This is the largest number of messages for any single Subject TAGS. The records covered by this subject TAGS document routine operational, procedural, and administrative functions of visa operations. Nearly sixty percent of the messages have no research potential and most of the others have only low research potential. The vast majority of these messages deal with routine matters relating to foreign citizens seeking immigrant or non-immigrant entry into the United States such as running name checks on visa applicants and providing visa program information. The three messages with medium research potential document issues relating to visa policy.

Almost seventy percent of the messages were multi-Subject TAGSed, while twenty percent of these messages were multi-Subject TAGSed with an E, M, P, S, or T permanent TAGS. Messages with more value tend to be cross-referenced with Subject TAGS recommended for preservation.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages do not provide significant documentation of visa operations, administration, or policy. As mentioned above, most of these messages deal with routine operational and administrative matters such as running name checks on visa applicants and providing visa program information and do not warrant preservation. These messages also do not provide evidence of significant visa policy formulation. Permanent documentation relating to visa policy may be found among the permanent records of Visa Services. The Visa Policy Files include records covering visa policies, procedures, regulations and legislation. The recommended disposition for the CVIS Subject TAGS is also in accord with the temporary designation for the actual visa application files, the best source of information on the visa process. This is especially

important in light of the fact that these messages only provide fragmentary documentation of the visa process at best.

ECONOMIC AFFAIRS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title E - Economic Affairs (overall category)

Years in Listed [see below]

Total messages with this Subject TAGS [see below]

Number of messages reviewed 0

No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a

Number of messages with no additional Subject TAGS n/a

Number of messages with one or more E, M, P, S & T permanent Subject TAGS all

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

The Economic Affairs Subject TAGS cover all aspects of economic reporting.

EAGR	Agriculture and Forestry	1973-pres.	217,124
EAID	Foreign Economic Assistance	1973-pres.	412,165
EAIR	Civil Aviation	1974-pres.	250,598
EALR	Economic alert List Reporting	1974-80	4,201
ECEM	Chemical Industry and Chemical Products	1974-80	2,464
ECIN	Economic Integration and Cooperation	1974-pres.	44,908
ECON	Economic Conditions	1973-pres.	434,008
ECPS	Communications and Postal Systems	1986-pres.	64,415
ECRE	Construction, Repair, and Expansion	1974-80	3,810
ECRP	Scheduled Reporting	1973-86	24,586
ECSM	Consumer Affairs	1980	808
EEWT	East-West Trade	1974-80	23,003
EFIN	Financial and Monetary Affairs	1973-pres.	457,762
EFIS	Commercial Fishing and Fish Processing	1973-pres.	67,206
EGEN	Economics-General	1973-80	53,163
EIND	Industry and Manufacturing	1973-pres.	97,678
EINT	Economic and Commercial Internet	2001-pres.	1,242
EINV	Foreign Investments	1974-pres.	201,915
ELAB	Labor and Manpower	1973-pres.	205,800
ELEC	Noncommunication Electrical and Electronic Equipment	1974	1,104
ELTN	Land Transportation	1974-pres.	21,226
EMAE	Machinery and Related Equipment	1974	173

EMES	Medical, Engineering, and Scientific Equipment	1974	149
EMIN	Minerals and Metals	1973-pres.	51,151
ENRG	Energy and Power	1973-pres.	277,272
ENSD	North-South Dialog	1980	3,312
EPAP	Plant, Animal, and Wood Products	1974-80	23,894
EPET	Petroleum and Natural Gas	1980-pres.	72,087
EQIP	Equipment and Machinery	1976-80	3,361
ESTC	Strategic Trade Controls	1973-83	48,535
ETEL	Telecommunications and Postal Systems Equipment	1973-80	26,441
ETRD	Foreign Trade	1973-pres.	663,242
ETRN	Transportation Policies	1973-80	22,985
ETTC	Trade and Technology Controls	1986-pres.	181,436
EWWT	Waterborne Transportation	1974-pres.	70,108

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by these Subject TAGS are the basic Department of State documentation relating to economic matters and clearly warrant preservation in the National Archives.

MILITARY AND DEFENSE AFFAIRS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title M - Military and Defense Affairs (overall category)
Years in Listed [see below]
Total messages with this Subject TAGS [see below]
Number of messages reviewed 0
No research potential n/a Low n/a Medium n/a Substantial n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS all

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

The Military and Defense Affairs Subject TAGS cover all aspects of armed forces and defense matters, except arms control and intelligence matters which are included in the Political Affairs Subject TAGS.

MARR	Military and Defense Arrangements	1973 to present	348,283
MASS	Military Assistance and Sales	1973 to present	210,458
MCAP	Military Capabilities	1973 to present	44,368
MILI	Military-General	1973-1980	83,059
MMOL	Materiel, Ordnance, and Logistics	1974-1980	7,638
MNUC	Military Nuclear Applications	1973 to present	118,285
MOPS	Military Operations	1973 to present	209,769
MORG	Military Organization and Structure	1974-1980	5,254
MPOL	Military Policy and Planning	1974-1980	45,501

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by these Subject TAGS are the basic Department of State documentation relating to military and defense matters and clearly warrant preservation in the National Archives.

OPERATIONS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: OCRLR-Military Vessel and Flight Clearances and Visits
Years in Listed 1973-1980
Total messages with this Subject TAGS 26,332
Number of messages reviewed 99
No research potential 27 **Low** 33 **Medium** 25 **Substantial** 10
Number of messages with no additional Subject TAGS 23
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 41

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 26,332 messages with this Subject TAGS. The records covered by this subject TAGS document clearances for overflights by military aircraft, landing clearances, and clearances and arrangements for military ship or fleet visits. Almost 70 percent of the messages have substantial, medium, or low research potential, and the remainder have none. Messages that have no research potential document matters such as general visa name checks for vessel crews, information on departures and arrival times, crew list changes, and notification of fees associated with civilian overflight. Messages with low research potential deal with matters such as notifications of port visits, visa name checks for crews of sensitive vessels, requests for visit clearances by U.S. vessels and aircraft, and requests for military overflight approval. The messages with medium research potential cover operational aspects of airspace incursions, coordinating visits and overflight clearances, coordinating planned military activities, port clearance actions, scientific research voyages, and support to UN actions. Messages with substantial research value cover foreign policy implications of military exercises and operations, peacekeeping overflights, foreign policy aspects of military relationships, and foreign policy implications of visits by nuclear powered vessels.

Of the 76 messages were multi-Subject TAGSed, slightly over half included one or more of the E,M, P, S, or T subject TAGS, and those messages tended to have greater value. The most prevalent other Subject TAGS is CVIS and those messages tended to be of lower or no value.

Disposition: PERMANENT

These records warrant preservation in the National Archive. While seemingly dealing with routine operational activities, a large percentage of the messages with this Subject TAGS actually document key aspects of the Department's work facilitating and supporting the often politically sensitive deployment of U.S. forces overseas as well documenting the related foreign policy aspects of those deployments. These records also will complement other subject TAGS recommended as permanent. Other documentation relating to this Subject TAGS may also be found among the permanent records of the Department's principal officers, the Bureau of

Political-Military Affairs (PM), and the geographical bureaus. Messages with this Subject TAGS will provide a useful and valuable complement to those records, especially in the case of the geographic offices where NARA has appraised most country "desk" records as temporary since they consist almost entirely of copies of telegrams in the central file.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OCON-Conferences and Meetings

Years Listed 1973-1980

Total messages with this subject TAGS 108,884

Number of messages reviewed 63

No research potential 16 **Low** 22 **Medium** 12 **Substantial** 10

Number of messages with no additional Subject TAGS 18

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 27

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 108,884 messages with this Subject TAGS. The records covered by this Subject TAGS document administrative and social arrangements for conferences and meetings (for example: site, time, delegation composition, funding, guest lists, etc.).

Of the messages reviewed twenty-seven percent have no research potential, fifty-seven percent have low to medium research potential, and sixteen percent have substantial research potential. Messages with no research potential document travel arrangements, accommodations, and proposals for conferences. Messages with low research potential include conference information, accreditation of U.S. dollars for plenary sessions, consultants meetings, request for documents and information for committee meetings, security information, and naming of replacement for committees. Messages with medium research potential include conference security, and preparation for U.S. participation in international commissions. Messages with substantial research value discuss meetings related to environmental issues, cultural and scientific cooperation, defense and technology, embargos, and consular comments on Middle-Eastern issues.

Nearly half of the messages reviewed were multi-Subject TAGSed. Of these, the majority were to Subject TAGS in the following categories, Administration, Consular Affairs, Economic Affairs, Operations, Political Affairs, Social Affairs, and Technology and Science. AORG-International Organization Administration, OTRA-Travel, and PFOR-Foreign Policy and Relations appeared most often, all of which have been proposed for retention. There does not appear to be a correlation between the use of more than one Subject TAGS and research value as over half of those messages designated as having no research value potential were cross-referenced to Subject TAGS, (with most of those being cross-referenced to Subject TAGS recommended for retention).

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. This Subject TAGS documents key actions and activities of the Department of State relating to U.S. participation and support in conferences and meetings. They provide logistical information for meetings and conferences as well as details on issues to be discussed and strategies to be used by those in attendance. Messages using this Subject TAGS provide a useful and valuable complement to records of the Bureau of International Organization Affairs, especially in the case of subordinate offices where NARA has appraised many records as temporary since they consist largely of copies of telegrams in the central file. Other related permanent documentation will be found among the files of other bureaus, as much of the Department's international work is carried out through the medium of international organizations and meetings.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title ODIP - U.S. Diplomatic Representation
Years in Listed 1983 - present
Total messages with this Subject TAGS 23,427
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 23,427 messages with this Subject TAGS. The records covered by this Subject TAGS document official representational and ceremonial activities of U.S. diplomats and U.S. government officials. This includes all aspects of privileges and immunities as well as ceremonial activities hosted by U.S. officials.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key matters relating to U.S. diplomatic representation abroad and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OEXC-Educational and Cultural Exchange Operations

Years Listed 1973 to the Present

Total messages with this subject TAGS 487,374

Number of messages reviewed 200

No research potential 93 Low 83 Medium 15 Substantial 2

Number of messages with no additional Subject TAGS 91

Number of messages with one or E, M, P, S & T permanent Subject TAGS 69

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 487,374 messages with this subject TAGS. The records covered by this subject TAGS document the administration and operation of educational and cultural exchange programs. Slightly more than forty-five percent of the messages have no research potential and slightly more than forty percent of the messages have low research potential. Slightly less than ten percent of the messages have medium or substantial research potential. Messages that have no research potential document matters such as visa applications, periodical subscriptions, travel arrangements, scheduling, and grant approval notices. Messages with low research potential deal with matters such as visa applications, travel arrangements, nominees, program visitors, and program approval. The messages with medium and substantial research potential cover educational and cultural exchange program and policy evaluations, debriefing reports, cultural exchanges, and nominations and justifications for programs and speakers.

Slightly more than half of the messages were multi-Subject TAGSed. Of these, approximately thirty-five percent were multi-Subject TAGSed with an E, M, P, S or T Subject TAGS. The vast majority of messages with permanent multi-Subject TAGS were cross referenced with the SCUL (Cultural Affairs) Subject TAGS. With one exception, every message with medium or substantial research potential was cross referenced with a Subject TAGS proposed as permanent. These data suggest an obvious connection between the research value of the message and the message being cross-TAGSed with the SCUL Subject TAGS in particular. Those messages that are not cross-referenced are of low or no research value.

Disposition recommendation: Temporary

The messages covered by this Subject TAGS do not warrant preservation in the National Archives. These messages do not provide significant documentation of the Department's educational and cultural exchange activities, but rather document routine facilitative activities associated with the administration of cultural exchange programs. Key agency decisions and

actions relating to the promotion of U.S. foreign policy objectives and mutual understanding between U.S. citizens and the people of foreign countries through citizen exchange programs are not documented by these messages. Permanent documentation relating to educational and cultural exchange activities may be found among the messages with the Subject TAGS SCUL as noted above and among the permanent records of the Bureau of Educational and Cultural Affairs (ECA).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OFDP - Foreign Diplomats and Foreign Missions
Years in Listed 1983 - present
Total messages with this Subject TAGS 25,599
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 25,599 messages with this Subject TAGS. The records covered by this Subject TAGS document administrative, representational, and ceremonial matters relating to non-U.S. diplomatic personnel and foreign missions. This includes all aspects of privileges and immunities as well as ceremonial activities hosted by non-U.S. diplomats.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key matters relating to foreign diplomats and foreign missions and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: OGEN-Operations-General
Years in Listed 1973-1980
Total messages with this Subject TAGS 88,331
Number of messages reviewed 33
No research potential 7 Low 10 Medium 13 Substantial 3
Number of messages with no additional Subject TAGS 7
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 4

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 88,331 messages with this Subject TAGS. This Subject TAGS was used for operational messages for which none of the more specific O TAGS was appropriate. Almost 80 percent of the messages have substantial, medium, or low research potential, and the remainder have none. Messages that have no research potential document matters such as travel by family members, R&R travel, response to Privacy Act requests, and recreational activities. Messages with low research potential deal with matters such as general updates from posts, daily operational reports, coordination with other agencies, and high profile travelers. The messages with medium research potential cover VIP travel issues, the opening of new overseas posts, general updates from posts, substantive reporting plans, and weekly summaries. Messages with substantial research value deal with matters such as diplomatic status and implementation of goals and objectives plans.

Few of the messages were multi-Subject TAGSed and there is no apparent relationship between research value and the use of multiple Subject TAGS.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. Messages with this Subject TAGS document a wide variety of substantive and important topics and thus warrant preservation. Other records relating to matters covered by this Subject TAGS will be found among all the permanent records of the Department and these records in the Central Foreign Policy File will provide a valuable and useful complement to those records, especially in the case of the geographic offices where NARA has appraised most country "desk" records as temporary since they consist almost entirely of copies of telegrams in the central file.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OIIP-International Information Programs

Years Listed 2000 to present

Total messages with this subject TAGS 51,248

Number of messages reviewed 35

No research potential 3 **Low** 8 **Medium** 18 **Substantial** 6

Number of messages with no additional Subject TAGS 16

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 10

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 51,248 messages with this Subject TAGS. The records covered by this Subject TAGS document administrative and operational aspects of international information programs, products, and services that increase international support for U.S. policies and understanding of U.S. society.

Of the messages reviewed nine percent have no research potential, seventy-six percent of the messages have low to medium research potential, and fifteen percent have substantial research potential. Messages with no research potential include information on computer viruses, requests for the production of publications, and a request for a French publication. Messages with low research potential include copyright clearances for publications, funding allocations, advice on allotments, and request for publications. Messages with medium research potential include press guidance, recommendations for book program, public affairs roundup, evaluation of speakers, and media reactions and press highlights. Messages with substantial research value include media reactions to the removal of Slobodan Milosevic, anti-corruption for Honduras government, media reaction to election of President Bush and Camp David talks, and report on world dialogue-Islam in America.

Seventy-five percent of the messages reviewed were multi-Subject TAGSed. Of those multi-Subject TAGSed, many were cross-referenced to OPRC-Public Relations and Correspondence, and various other Subject TAGS in the categories of Energy, and Political Affairs, and Social Affairs, all of which have been recommended for retention. A number of messages were cross-referenced to Administration Subject TAGS which have been recommended as temporary. In this Subject TAGS there was a tendency that as the research value increased messages were cross-referenced to other Subject TAGS recommended for retention.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. The messages found in this Subject TAGS provide documentation of the Department's function to inform, engage, and influence international audiences about U.S. policy and society to advance America's interest. In particular messages in this Subject TAGS document efforts to deliver information about current U.S. foreign policy and American life and culture to the rest of the world. This is an important task, as the Department seeks to dispel misinformation spread by foreign countries and the media. Information relayed in many of these messages illustrates the way the U.S. is perceived by foreign countries and their governments. This perception plays an integral role in the development of foreign policy. These messages illustrate a key function of the Department in the formulation and implementation of U.S. policy and activities for the international information program, the old USIA program, which is of increasing importance given the sensitivity and importance of this function in the post-September 11th world.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OPDC - Diplomatic Correspondence

Years in Listed 1983 - present

Total messages with this Subject TAGS 50,712

Number of messages reviewed 0

No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a

Number of messages with no additional Subject TAGS n/a

Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 50,712 messages with this Subject TAGS. The records covered by this Subject TAGS documents correspondence and ceremonial messages between prominent leaders and principal officers.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document U.S. diplomatic correspondence and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OPRC-Public Relations and Correspondence

Years Listed 1983 to the Present

Total messages with this subject TAGS 139,420

Number of messages reviewed 43

No research potential 0 Low 9 Medium 21 Substantial 13

Number of messages with no additional Subject TAGS 22

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 18

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 139,420 messages with this Subject TAGS. The records covered by this Subject TAGS document correspondence to and from the public commenting on U.S. policy and foreign incidents, requesting information and speaking engagements, and any other public relations activities. The review team only reviewed 43 messages, because the archival value of the messages covered by this Subject TAGS was so obvious. Of the messages reviewed, most have medium or substantial research potential and the remainder have low research potential. There are no messages without any research potential. Messages with low research potential deal with matters such as press guidance, congressional requests for information, and speaking invitations. The messages with medium research potential cover press summaries and reviews. Messages with substantial research value cover press guidance, press summaries, press reviews, and public remarks.

Approximately half of the messages were multi-Subject TAGSed and nearly all of these included a permanent E, M, P, S or T Subject TAGS. There is no obvious connection between research value and the use of the multiple Subject TAGS.

Disposition recommendation: PERMANENT

The messages covered by this Subject TAGS warrant preservation in the National Archives. These messages provide significant documentation of the public affairs activities of the Department. These messages provide a highly useable source of unique information about the Department's activities to articulate the foreign policy objectives of the U.S. to audiences around the world and to help foreign and domestic audiences understand the importance of foreign affairs. These messages document the analytical activities supporting Departmental public information programs and the public information products resulting from analytical activities. These records will complement the permanent records of the Bureau of Public Affairs (PA).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title : OREP-U.S. Congressional Travel
Years in use 1973 to the Present
Total messages with this Subject TAGS 167,884
Number of messages reviewed 86
No research potential 17 **Low** 42 **Medium** n/a **Substantial** 26
Number of messages with no additional Subject TAGS 33
Number of messages with one or more E, M, P, S, & T permanent Subject TAGS 25

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 167,884 messages with this Subject TAGS. This TAGS category covers documentation relating to administrative and operational aspects of travel by members of Congress, Congressional staffers, and Congressional delegations (CODELS). more than 75 percent of the messages have either low or substantial research potential, and the remaining messages have no research potential.

Messages that have no research potential document matters such as arrangements for meeting at airports and other itinerary matters, unpaid bills, acknowledgement of schedule and designation of control officers, requests for information, logistical arrangements, notifications to post that Hill staff will be traveling through, setting times for meetings, issuance and acceptance of dinner invitations, hotel confirmations, and requests for passport information. Messages with low research potential deal with matters such as substantive background relating to trips, notification to post of CODELS, final calendar of visits, events, and activities, threat assessments relating to CODELS, final itineraries, logistical matters relating to CODEL travel, discussion topics for CODELS, press arrangements, arrangement for meetings with host government officials, reporting on local press coverage of CODELS, and cost accounting and funding authorization for CODELS. The messages with substantial research value cover assessments and summaries of CODEL visits, briefing papers for CODELS, memorandums of conversation of CODEL meetings with host government officials, guidance to posts for CODELS, reports on search for missing CODEL airplane, controversy involving proposed visits, and assessments of the local situation.

Many messages in all three categories of research potential included multiple Subject TAGS. Of the messages that were multi-Subject TAGSed, many included ASEC (Security) and AFIN (Financial Management), the former proposed as permanent and the latter proposed as temporary, and the messages with greater research value also had Subject TAGS in the E (Economic Affairs), M (Military and Defense Affairs), P (Political Affairs), S (Social Affairs), and T (Technology and Science) categories.

Disposition recommendation: PERMANENT

These records warrant preservation in the National Archives. Bureau records relating to Congressional travel are scheduled as temporary, however, appraisal of the files in the bureau as disposable was based on the fact that the documentation will be found in the Central Foreign Policy File. Review of records in the automated system confirms this judgment. While somewhat weighted toward the routine and administrative, this category does cover significant documentation that warrants preservation given the amount of Congressional travel, the often controversial nature of that travel, and the increasing interest in that subject. Other permanent documentation relating to the broad subject of Congressional travel may be found among the records of the Bureau of Legislative Affairs, although as noted above, records of that bureau specifically relating to Congressional travel are all scheduled as temporary in favor of retention of the telegrams in the central file.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title: OSCI-Science Grants
Years in Listed 1973-Present
Total messages with this Subject TAGS 78,831
Number of messages reviewed 100
No research potential 71 **Low** 20 **Medium** 5 **Substantial** 0
Number of messages with no additional Subject TAGS 23
Number of messages with one or more E, M, P, S & T permanent Subject TAGS 71
Disposition recommendation: Temporary.

Content summary and analysis (e.g., describe subjects typically associated with TAG, other TAGS typically associated with TAG, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 78,831 messages with this Subject TAGS. The records covered by this subject TAGS document the administration of grants and the disbursement of funds of U.S. Government sponsored research programs. Approximately 70 percent of the messages have no research potential and the remainder have substantial, medium, or low research potential. Messages that have no research potential document matters such as refunds, visas for official travel, travel arrangements, payment of funds, assignment of project numbers, grant disbursements, accounting matters, and forwarding of publications. Messages with low research potential deal with matters such as nominees for attendance at scientific meetings, clearance for research projects, comments on research proposals, development of agendas and meetings for visiting scientists, reporting on foreign media coverage of U.S. scientific activities, the development of scientific cooperation with other countries, and foreign scientist visits to the U.S. The messages with medium research potential cover political and foreign policy aspects of funding of overseas facilities post reporting on overviews of projects, and international agreements on scientific matters.

A majority of the messages (77) of the messages were multi-Subject TAGSed, primarily with TBIO (Biological and Medical Science) and TPHY (Physical Sciences). With few exceptions, all messages with research potential are cross-referenced to another Subject TAGS that is proposed for permanent retention.

Disposition recommendation: Temporary

The records covered by this Subject TAGS alone do not warrant preservation. They do not document key actions and activities of the U.S. Government; rather they deal with routine and facilitative matters of the type generally appraised as temporary. Given the amount of cross-referencing with Subject TAGS recommended as permanent in this category, the loss of documentation due to the destruction of those messages with only the OSCI Subject TAGS or that Subject TAGS in conjunction with other temporary subject TAGS is not sufficient to lead to a

permanent disposition. Permanent documentation relating to the subject of science grants may also be found among the records of the Bureau of Oceans and International Environmental and Scientific Affairs (OES).

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OTRA-Travel

Years Listed 1973 to present

Total messages with this subject TAGS 1,145,383

Number of messages reviewed 200

No research potential 104 **Low** 71 **Medium** 14 **Substantial** 9

Number of messages with no additional Subject TAGS 50

Number of messages with one or more E, M, P, S & T permanent Subject TAGS 93

Content summary and analysis (e.g., describe subjects typically associated with Subject TAGS, other Subject TAGS typically associated with Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 1,145,383 messages with this Subject TAGS. The records covered by this Subject TAGS document routine and operational aspect of travel and visits by other than prominent individuals and Congressmen.

Of the messages reviewed fifty-two percent have no research potential, forty-three percent have low to medium research potential, and five percent have substantial research potential. Messages with no research potential include country clearance requests and approvals, travel arrangements, reservations and itineraries, travel of U.S. Government employees, country briefing information, forwarding of mail, and change in meeting dates. Messages with low research potential include country clearance requests and approvals, travel arrangements and itineraries, travel concerns for U.S. Government employees, visits of U.S. Government officials, ambassador consultations, and discussion items for meetings. Messages with medium research potential include security for a FAA flight, purpose of visits of travel for high-level officials, military coordination, postponement of an energy cooperation visit, request for meetings, travel program descriptions, travel clearance requests; and issuance of travel alerts. Messages with substantial research value include information for traveling officials, issuance of travel denial, consultations, a report on visit to Indonesia, request for information on an individual, oil exploration update, reports on meetings with state officials, policy issues, and special meetings on the Middle East.

Nearly all of the messages reviewed were multi-Subject TAGS. Of the multi-Subject TAGSed the majority are within those TAGS proposed for permanent retention; Economic Affairs, Military and Defense Affairs, Political Affairs, Social Affairs, and Technology and Science. There does not appear to be a correlation between research value potential and the use of more than one Subject TAGS; messages in each research value category contained messages that were cross-referenced to other Subject TAGS. As research value increased there was not an increase in the number of messages that were cross-referenced.

Disposition recommendation: **Temporary**

These messages do not warrant preservation in the National Archives. They document the Department's support for travel activities, such as travel arrangements and country clearance requests and contain routine documentation. The information contained in these messages illustrates the process through which the Department facilitates travel and provides support services. These messages are routine and administrative in nature. Similar records of the Department have been appraised as temporary. Those messages with research value are cross-referenced to Subject TAGS that are recommended for retention.

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title OVIP - Visits and Travel of Prominent Individuals and Leaders
Years in Listed 1973 - present
Total messages with this Subject TAGS 448,572
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS n/a

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

At the time of review, the database contained approximately 448,572 messages with this Subject TAGS. The records covered by this Subject TAGS document the administrative and operational aspects of visits or travel of U.S. and foreign leaders and prominent individuals. It is used for persons at the assistant secretary level and above and the foreign equivalent. Included are arrival speeches, departure speeches, and documentation on protective security matters.

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by this Subject TAGS document key matters relating to VIP travel and warrant preservation in the National Archives. They provide a useful and valuable complement to other Subject TAGS recommended for permanent preservation as well as other records of the Department designated as permanent.

POLITICAL AFFAIRS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title P - Political Affairs (overall category)
Years in Listed [see below]
Total messages with this Subject TAGS [see below]
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS all

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

The Political Affairs Subject TAGS cover internal and external political affairs, as well as arms control, intelligence, refugees, and human rights.

PARM	Arms Control and Disarmament	1973-pres.	447,726
PBOR	Boundary and Sovereignty Claims	1973-80	40,795
PBTS	National Boundaries, Territories, and Sovereignty	1983-pres.	49,510
PCAT	Conventional Arms Transfer	1980	1,678
PDEV	National Development	1973-80	30,947
PDIP	Diplomatic and Consular Representation	1974-80	86,857
PEPR	External Political Relationships	1980	207,571
PFOR	Foreign Policy and Relations	1973-76	274,073
PGOV	Internal Government Affairs	1973-pres.	928,985
PHSA	High Seas Affairs	1983-pres.	19,290
PHUM	Human Rights	1986-pres.	457,974
PINR	Intelligence	1973-pres.	402,545
PINS	National Security	1973-pres.	319,203
PINT	Internal Political Relationships	1973-80	212,892
PLOS	Law of the Sea Affairs	1974-80	20,028
PMMC	Munitions Control	1980	3,835
PNAT	National Independence	1983-pres.	10,954
PORG	Policy Relations with International Organizations	1974-80	135,160
PORS	Public Order and Safety	1974-80	9,934
PPDC	President's Diplomatic Correspondence	1976-80	12,198
PREF	Refugees	1986-pres.	598,167
PREL	External Political Relations	1983-pres.	1,820,416
PRES	External Research	1980	24,085

PROP	Propaganda and Psychological Operations	1974-pres.	24,894
PSDC	Secretary's Diplomatic Correspondence	1976-80	6,549
PTER	Terrorists and Terrorism	1983-pres.	319,092

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by these Subject TAGS are the basic Department of State documentation relating to political matters and clearly warrant preservation in the National Archives.

SOCIAL AFFAIRS

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title S - Social Affairs (overall category)
Years in Listed [see below]
Total messages with this Subject TAGS [see below]
Number of messages reviewed 0
No research potential n/a **Low** n/a **Medium** n/a **Substantial** n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS all

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

The Social Affairs Subject TAGS cover cultural affairs, education, disaster relief, environment, narcotics, population, public health and welfare, and society.

SCOM	Communications Media	1983	11,834
SCUL	Cultural Affairs	1973-pres.	218,287
SEDU	Education	1974-80	12,360
SENV	Environmental Affairs	1973-pres.	218,460
SGEN	Social Affairs-General	1973-80	4,285
SHUM	Human Rights	1974-83	129,425
SMIG	Migration	1995-pres.	15,304
SNAR	Narcotics	1973-pres.	396,618
SOCI	Social Conditions	1973-pres.	83,830
SOPN	Public Opinion and Information	1974-80	94,469
SPOP	Population	1973-80	5,475
SREF	Refugees	1973-83	435,835
SWEL	Public Welfare	1973-80	13,587

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by these Subject TAGS are the basic Department of State documentation relating to social matters and clearly warrant preservation in the National Archives.

TECHNOLOGY AND SCIENCE

Subject TAGS

**DEPARTMENT OF STATE
CENTRAL FOREIGN POLICY FILE
SUBJECT TAGS APPRAISAL FORM**

Subject TAGS/Title T - Technology and Science Affairs (overall category)
Years in Listed [see below]
Total messages with this Subject TAGS [see below]
Number of messages reviewed 0
No research potential n/a Low n/a Medium n/a Substantial n/a
Number of messages with no additional Subject TAGS n/a
Number of messages with one or more E, M, P, S & T permanent Subject TAGS all

Content summary and analysis (e.g., describe subjects typically associated with this Subject TAGS, other Subject TAGS typically associated with this Subject TAGS, assess research potential, availability of info. in other sources if relevant, changes over time if any noted, etc.)

The Technology and Science Subject TAGS cover biological and medical sciences, technology, and the physical sciences.

TATT	Technical Assistance and Technology Transfer	1977-80	10,358
TBIO	Biological and Medical Science	1973-77	135,854
TECH	Technology	1973-77	51,424
TGEN	Technology and Science-General	1973-77	38,458
TINT	Internet Technology	2000-pres	358
TNGD	Engineering Research and Development	1980-pres	10,731
TNUC	Nuclear Technology	1980	11,850
TOCY	Oceanography	1977-80	4,665
TPHY	Physical Sciences	1973-pres	135,202
TRGY	Energy Technology	1980-pres	104,106
TSPA	Space Activities	1973-pres	62,340
TSPL	Science and Technology Policy	1990-pres	33,449

Disposition recommendation: PERMANENT

The records in the Central Foreign Policy File covered by these Subject TAGS are the basic Department of State documentation relating to technology and science matters and clearly warrant preservation in the National Archives.