

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-59-86-6
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	November 12, 1987
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of International Organization Affairs		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5 TELEPHONE EXT 647-6018	DATE 1/11/88	ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 16 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 10/29/87	C SIGNATURE OF AGENCY REPRESENTATIVE Kathleen Lannon <i>Kathleen Lannon</i>	D TITLE Chief, Records Management
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>This chapter pertains to records maintained by the Bureau of International Organization Affairs which document their activities in providing guidance and support for United States participation in international organizations and conferences; in leading the development, coordination and implementation of U.S. multilateral policy; and in formulating and implementing United States policy toward international organizations, with particular emphasis on those organizations which make up the United Nations System.</p> <p>ALL FILES SHOULD BE CUT OFF AT THE END OF EVERY CALENDAR YEAR.</p> <p style="text-align: center;">GENERAL</p> <p>The first five items of this schedule are applicable to all component offices within the Bureau of International Organization Affairs.</p> <p>Subject Files</p> <p>Consist of all types of communications, i.e. telegrams, airgrams, diplomatic notes, memorandums, reports, policy and position papers, documents of the UN and other international organizations, press</p>		

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	<p>releases and clippings, biographic information, analyses, etc. arranged by subject documenting the activities of Bureau offices in carrying out their missions. This covers all subject files in the Bureau which are not described under specific offices as unique.</p> <p>Block files by calendar or fiscal year, whichever is most feasible.</p> <p>a. Copies of telegrams (excluding other agency and channel messages), airgrams, congressional correspondence and diplomatic notes which already reside in FAIS</p> <p>Destroy when 5 years old.</p> <p>b. Non-substantive correspondence, memorandum and related papers which do not establish, discuss or define foreign policy or set precedent</p> <p>Destroy when 5 years old.</p> <p>c. Other agency and channel messages, substantive correspondence, memorandums, reports, policy and position papers and other related papers pertaining to the development and formulation of policy positions or the setting of precedents</p> <p>Permanent. When 5 years old, screen and destroy copies of communications which duplicate Front Office information and retire the balance to FAIM/RSC. Transfer to WNRC when 8 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 77 Est. annual accumulation: 8</p>		
2	<p>Geographic Files</p> <p>Consist of communications arranged by specific country or region. Communications include telegrams, airgrams, diplomatic notes, policy and position papers, etc.</p> <p>a. Telegrams (excluding other agency and channel messages), airgrams, congressional correspondence and diplomatic notes which already reside in FAIS</p> <p>Destroy when 5 years old.</p>		

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	<p>b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent</p> <p>Destroy when 5 years old.</p> <p>c. Other agency and channel messages, substantive correspondence, memorandums, reports, policy and position papers and other related papers pertaining to the development and formulation of policy positions or the setting of precedents</p> <p>Permanent. When 5 years old, screen and destroy communications duplicating Front Office information. Block the remaining files by calendar year and retire to FAIM/RSC. Transfer to WNRC when 8 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 7.5 Est. annual accumulation: 2</p>		
3	<p>Organization and Conference Files</p> <p>Documentation arranged by organization or conference documenting U.S. participation in international organizations, meetings or conferences and U.S. policy toward these organizations.</p> <p>Block files by conference or meeting cycle or by calendar year.</p> <p>a. Telegrams (excluding other agency and channel messages), airgrams, congressional correspondence and diplomatic notes which already reside in FAIS</p> <p>Destroy when 5 years old or after 2 subsequent meetings or conferences.</p> <p>b. Non-substantive correspondence, memorandums and communications relating to administrative arrangements for conferences and meetings, i.e. designation of delegations, travel arrangements, hotels, etc. and which do not establish, discuss or define foreign policy or set precedent</p> <p>Destroy when 5 years old or after 2 subsequent meetings or conferences.</p>		

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4	<p>c. Other agency and channel messages, substantive correspondence, memorandums, reports, meeting agendas, minutes, U.S. originated conference documents, policy and position papers and other related papers pertaining to the development and formulation of policy positions or the setting of precedents</p> <p>Permanent. When 5 years old or after 2 subsequent meetings or conferences, screen and destroy communications duplicating Front Office communications and retire the balance to FAIM/RSC. Transfer to WNRC 3 years later. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 60 Est. annual accumulation: 6</p> <p>d. Biographic information on international organization officials, PermReps, delegates, members of boards, etc. Included also are correspondence, press releases and memorandums relating to nomination and tenure</p> <p>Destroy 3 years after termination of tenure as international organization official, PermRep, delegate, member of board, etc.</p> <p>Background/Briefing Books</p> <p>Consist of books prepared for bilaterals, Congressional Hearings, meetings and conferences containing telegrams, airgrams, background and briefing papers documenting U.S. policy positions.</p> <p>a. Master copy</p> <p>Permanent. When 3 years old, transfer to FAIM/RSC. Transfer to WNRC when 5 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 17 Est. annual accumulation: 2</p> <p>b. Copies</p> <p>Destroy when 3 years old.</p>		

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5	<p>United Nations and International Organizations Documents</p> <p>Copies of published and unpublished documents, circular letters, press releases, etc. created by the UN, associate bodies and other international organizations. These documents convey agendas, minutes of meetings, speeches, resolutions and reports documenting proceedings and other matters.</p> <p>a. Copies maintained as collection in filing cabinet or on shelf</p> <p>Destroy when no longer needed for reference purposes.</p> <p>b. Copies maintained within Subject, Geographic, and Organization and Conference Files</p> <p>Permanent. Retire with related Subject, Geographic, or Conference files.</p> <p style="text-align: center;">OFFICE OF THE ASSISTANT SECRETARY</p>		
6	<p>Assistant Secretary's File</p> <p>Consists of telegrams, memorandums, speeches, press releases, background papers, congressionals and other correspondence received or sent by the Assistant Secretary. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.</p> <p>a. Copies of telegrams, airgrams, congressional correspondence, diplomatic notes, other agency and channel messages, substantive correspondence, memorandums, reports, policy papers and related material relating to the development and formulation of foreign policy positions or the setting of precedent.</p> <p>Permanent. When 3 years old retire to FAIM/AM- Transfer to WNRC when 5 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 7 Est. annual accumulation: 3</p>	<p style="text-align: right;">RSC</p>	

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	<p>b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent</p> <p>Destroy when 3 years old.</p>		
7	<p>Staff Assistant's Files</p> <p>a. Chron copies of telegrams, action logs for documents requiring attention of the Assistant Secretary, master copies of forms, instructions and datafax information</p> <p>Destroy when no longer needed for reference purposes.</p> <p>b. NODIS Caption documents</p> <p>Destroy when no longer needed and inform S/S-I for control purposes.</p>		
8	<p>Deputy Assistant Secretary's Files</p> <p>Consist of copies of documents received or sent by Deputy Assistant Secretary or accumulated because of interest to Principals.</p> <p>a. Copies of telegrams, other agency messages, airgrams, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related papers pertaining to the formulation and development of policy positions or the setting of precedent.</p> <p>Permanent. When 3 years old retire to FAIM/RSC. Transfer to WNRC when 5 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 4 Est. annual accumulation: 2</p> <p>b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent</p> <p>Destroy when 3 years old.</p>		

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9	<p>OFFICE OF INTERNATIONAL CONFERENCE ADMINISTRATION</p> <p>Miscellaneous Conference Files</p> <p>General material concerning conferences at which the U.S. is not officially represented, but which observers or unofficial representatives attend. Primarily concerned with information as to who will attend, with limited administrative data concerning funding and related matters.</p> <p>Destroy when 5 years old.</p>	<p>NC-59-75- 1, item 6.</p>	
10	<p>OFFICE OF COMMUNICATIONS AND UNESCO AFFAIRS</p> <p>UNESCO Statistical Questionnaire File</p> <p>Consists of questionnaire data and requests for data for publication in the UNESCO Statistical Yearbook and for special reports and analyses required by policy makers and planners at both the national and international levels.</p> <p>Destroy questionnaire data when published and destroy publication when it is superseded and no longer needed.</p>		
11	<p>Conventions - Accessions File</p> <p>Consists of documentation relating to accessions and ratifications of agreements. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation and comments involving treaties.</p> <p>Permanent. When 5 years old retire to FAIM/RSC. Transfer to the WNRC when 8 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 1/2 Est. annual accumulation: negligible</p>		
12	<p>Public Correspondence File</p> <p>Correspondence with individuals concerning requests for general information about UNESCO and requests for copies of UNESCO documents or publications.</p> <p>Destroy when 3 months old.</p>		

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13	<p>OFFICE OF INTERNATIONAL DEVELOPMENT</p> <p>Cerp 0008 Files</p> <p>Files documenting Departmental requirement for regular reporting from posts and missions regarding "Evaluation of UN Assistance Programs" which is used as a tool for monitoring and evaluating UNDP projects and to provide background information for US input into UN proceedings and policies and for responding to Congressional inquiries.</p> <p>a. Copies of telegrams (excluding other agency and channel messages), airgrams, congressional correspondence and diplomatic notes which already reside in FAIS</p> <p>Destroy when 5 years old.</p> <p>b. Other agency and channel messages, memorandums, letters, evaluation formats, instructions, summary comments, legislative history/summary, etc. documenting the history of program, justification for program and the progression of instructions developed for submission of reports</p> <p>Permanent. When 25 years old retire to FAIM/RSC. Transfer immediately to WNRC. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 2 Est. annual accumulation: 1/2</p> <p>c. U.S. Evaluation Reports</p> <p>Permanent. When 5 years old retire to FAIM/RSC. Transfer to WNRC when 8 years old. Offer to National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 1/2 Est. annual accumulation: negligible</p>		

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14	<p style="text-align: center;">OFFICE OF INTERNATIONAL ECONOMIC POLICY</p> <p>Regulatory Codes File</p> <p>Case file relating to review by U.S. of international regulatory codes currently being formulated in international organizations. Documentation consists of 1-2 page summaries on each regulation outlining the nature, interested party(s) in Department, background, U.S. position and next steps.</p> <p>Permanent. Retire to FAIM/RSC when 5 years old. Transfer to WNRC when 8 years old. Transfer to the National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 2 Est. annual accumulation: Negligible</p>		
15	<p style="text-align: center;">OFFICE OF UN SYSTEM ADMINISTRATION</p> <p>UN Joint Inspection Unit File</p> <p>Consists of documentation relating to activities of the UN Joint Inspection Unit (JIU) established to investigate matters pertaining to efficient and effective operations in the UN System.</p> <p>a. General Subject File</p> <p>Consists of telegrams, airgrams, memorandums, biographic information, background papers, correspondence, etc. documenting background, history and composition of the JIU as well as activities.</p> <p>Permanent. Do not screen. Retire to FAIM/RSC when 5 years old. Transfer to WNRC when 8 years old. Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>Est. cubic feet: 1 Est. annual accumulation: Negligible</p>		

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	<p>b. JIU Reports</p> <p>Consist of copies of published reports issued periodically, related correspondence, memorandums, telegrams and other papers</p> <p>Permanent. When 5 years old retire to FAIM/RSC. Transfer to WNRC when 8 years old. Offer to the National Archives in 5 year blocks when 30 years old.</p> <p>Est. cubic feet: 5 Est. annual accumulation: Negligible</p> <p style="text-align: center;">OFFICE OF HUMAN RIGHTS</p>		
16	<p>Communications File</p> <p>Consists of memorandums transmitting private communications received by the UN alleging violation of human rights in the U.S., airgrams transmitting replies to these allegations, telegrams, memorandums, articles, and other correspondence relating to these allegations.</p> <p>Destroy 3 years after resolution of complaint.</p>		
17	<p>Human Rights Declarations File</p> <p>Telegrams, airgrams, press releases, policy papers and correspondence concerned with the preparation of Presidential declarations marking the observances of Human Rights Day/Week/Year and the Bill of Rights held every December and any other such declarations having been made.</p> <p>Destroy when 5 years old.</p>		
18	<p>Human Rights Conventions File</p> <p>Background, policy, and position papers, messages, memorandums, and other papers relating to the negotiating history of the treaties and conventions.</p> <p>Permanent. Retire to FAIM/RSC 5 years after Senate approval of ratification. Transfer to WNRC 8 years after Senate approval of ratification. Offer to National Archives 25 years after Senate approval of ratification.</p> <p>Est. cubic feet: 3 Est. annual accumulation: 1/2</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
19	<p>High Commissioner for Human Rights</p> <p>Policy and position papers, memorandums, telegrams, airgrams, reports and other material relating to the possibility of creating a United Nations Commissioner for Human Rights</p> <p>Permanent. Do not screen. Retire to FAIM/RSC immediately. Transfer to WNRC after 4 years. Transfer to the National Archives when 30 years old.</p> <p>Est. cubic feet: 1 Est. annual accumulation: Negligible</p> <p style="text-align: center;">OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS</p>		
20	<p>Press Guidance File</p> <p>Documentation used for providing press guidance to the Department's spokesman concerning Bureau issues. Documentation include USUN press releases, copies of Qs & As, biographic information on principal officers or other individuals who might be of interest to the press, etc.</p> <p>Destroy when 1 year old.</p>		
21	<p>Public Affairs File</p> <p>Clearance file for State Bulletin and other magazine articles and manuscripts concerning Bureau issues needing to be cleared for accuracy. Also included are standard response statements by the Secretary of State which might be of interest to the public, pictures, speeches and biographic information on principal officers or other individuals who might be of interest to the public as speakers.</p> <p>Destroy when 1 year old.</p>		
22	<p>Press Clippings File</p> <p>Destroy when no longer needed for reference.</p>		

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23	<p>Congressional Relations File</p> <p>Consists of copies of congressional correspondence and other working and reference documents used in assisting members of Congress and their staff regarding multilateral aspects of U.S. foreign policy.</p> <p>Destroy when no longer needed for reference.</p> <p>OFFICE OF THE UN SYSTEM RECRUITMENT</p>		
24	<p>Applicants File</p> <p>Letters, applications and related correspondence from individuals furnishing information on their qualifications and requesting an opinion on suitability for certain types of positions with international organizations and from individuals who have been determined to be qualified for various types of positions.</p> <p>Destroy after it has been ascertained that applicant is no longer interested or 22 months after the most recent communication from applicant.</p>		
25	<p>Automated Applicant File (Wang)</p> <p>Contains profiles of all applicants comprising the applicants file. In addition to being used as an active roster of qualified applicants, it is also used to match qualified applicants with suitable positions in international organizations.</p> <p>Destroy profile after it has been ascertained that applicant is no longer interested or 22 months after date of most recent communication from applicant.</p>		
26	<p>Recruitment Policy and Procedural Files</p> <p>Arranged primarily by organization; a few by subject.</p> <p>Consists of copies of vacancy announcements, position descriptions, rules and regulations, copies of charters, constitutions, etc. for specific organizations; policy and position papers, telegrams, international organizations letters and documents and other documentation relating to the recruitment of senior positions and field positions in international organizations.</p>		

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27	<p>Destroy when 5 years old.</p> <p>Equalization and Allowance File</p> <p>Correspondence pertaining to questions and problems concerning re-employment rights and privileges of Federal employees detailed to international organizations. Included are legislative background and lists of international organizations approved and disapproved to which Americans can be detailed to with re-employment rights</p> <p>a. General correspondence</p> <p>Destroy when 3 years old.</p> <p>b. Legislative background and lists</p> <p>Destroy when superseded.</p>		
28	<p>Loyalty Clearance Files</p> <p>Consists of notifications to international organizations of results of loyalty clearances conducted on Americans being considered for employment in international organizations as required under Executive Order 10422.</p> <p>a. Section 6 Clearances</p> <p>Destroy when 15 years old.</p> <p>b. Section 8 Clearances</p> <p>Destroy when 6 months old.</p>		
29	<p>Survey of Federal Employees Detailed to International Organizations</p> <p>Statistical reports on the number of Federal employees detailed to international organizations. Every fifth year report contains summary of preceding five years. Reports used as a device for monitoring program.</p> <p>Destroy when 5 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
30	<p>Comparative Personnel Statistics File</p> <p>Consists of statistical reports comparing the U.S. in relation to other countries regarding personnel, salaries & allotments, emoluments, senior positions, methods of appointment, etc. in international organizations. Reports used at Congressional Appropriation Hearings as well as in answering Congressional inquiries regarding the status of Americans employed by international organizations.</p> <p>Destroy when 30 years old.</p> <p>OFFICE OF THE EXECUTIVE DIRECTOR</p>		
31	<p>IO Bureau, International Conferences and Contingencies (ICC) Estimates (Name changed only)</p> <p>Budget estimates and justification, with related communications concerning their preparation, submission and transmittal.</p> <p>a. Original estimates and justifications</p> <p>Permanent. When 8 years old retire to FAIM/RSC and transfer immediately to WNRC. Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>b. Copies and related communications</p> <p>Destroy 3 years after close of fiscal year covered.</p>	<p>NC-59-75-3, item 4a</p> <p>NC-59-75-3, item 4b</p>	
32.	<p>Budget Policy and Procedures Files for International Organizations and International Programs (Name changed)</p> <p>Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of U.S. contributions to the UN and various other international organizations.</p>		

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	<p>a. Original estimates and justifications (Includes Departmental, OMB & Congressional submissions; control copy (after FY 1983); briefing material; enacted legislation (when & where available); and closing data</p> <p>Permanent. When 10 years old transfer to FAIM/RSC and transfer immediately to WNRC. Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>b. Copies maintained by Bureau of subordinate units (Includes budget formulation (B) files, excluding those noted under 181508a)</p> <p>Destroy 4 years after close of fiscal year covered.</p> <p>c. Copies of obligations where originals reside in M/COMP.</p> <p>Destroy 4 years after close of fiscal year covered.</p> <p>d. Staff Studies</p> <p>Destroy 3 years after close of fiscal year covered.</p> <p>e. Final Status of Obligation (1511) Report dated September 30th</p> <p>Destroy 4 years after close of fiscal year covered.</p> <p>f. Original of final financial plan and other printouts</p> <p>Destroy 4 years after close of fiscal year covered.</p>	<p>NC-59-75-3; item 8a.</p> <p>NC-59-75-3, item 8b</p>	<p>15 o</p> <p>16</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
33	<p>Budget Execution and Payment Files for International Organizations and International Programs (Name changed only)</p> <p>b. Authorization records of U.S. allotments paid to the UN</p> <p>Copies of vouchers, bills and other control media authorizing the payment of the U.S. allotment funds to the UN and various other international organizations.</p> <p>Destroy 4 years after close of fiscal year ... (NC-59-75-3, 1 item 9b.)</p>	9b-item	59b
34	<p>Arrearage and Financial History Records</p> <p>Budgets, scales of assessment and arrearage tables prepared on the basis of information received from those organizations responding to the request. Also includes airgrams, telegrams or memorandums requesting the foregoing information.</p> <p>Permanent. When 10 years old retire to FAIM/RSC. Transfer immediately to WNRC. Offer to the National Archives when 30 years old. (NC-59-75-3, item 11)</p> <p>Est. cubic feet: 2 Est. annual accumulation: negligible</p>		
35	<p>UN Documents Reference File</p> <p>Research and reference files consisting of a complete set of UN documents for the General Assembly and Main Bodies dating from 1945 to present.</p> <p>Destroy when no longer needed for research and reference purposes.</p>		