

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-59-87-9
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	9/20/88
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Foreign Missions		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 M/OFM			
4 NAME OF PERSON WITH WHOM TO CONFER P R MAGIN	5 TELEPHONE EXT 647 - 6021	DATE 10/2/88	ARCHIVIST OF THE UNITED STATES 

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 9 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 9/1/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Kathleen M Lannon Chief, Records Management Staff
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	GENERAL		
1	<p>Organization Files</p> <p>Consists of background correspondence, reports briefing material, etc. documenting the creation, establishment and changes in organization and functions of OFM as a separate office under the authority of the Foreign Missions Act</p> <p>Permanent Cut off at the end of the calendar year Retire to RSC when 5 years old Offer to the National Archives when 30 years old in 5 year blocks</p> <p>Volume on Hand 2 cubic feet Annual Accumulation .25 cubic foot</p>		
2	<p>Policy Files</p> <p>Consists of memorandums, telegrams, correspondence, reports, etc., documenting the activities, operations, policies, and procedures of the Office of Foreign Missions This consists of information on reciprocity, interagency activities, working groups, congressional hearings, and the issues that OFM is responsible for overseeing</p>		

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3.	<p>a Policy and procedural files which document the development and implementation of the programs.</p> <p>Permanent. Retire to RSC when 5 years old Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>Volume on Hand 2 cubic feet Annual Accumulation 25 cubic foot</p> <p>b Information that documents the activities and programs of the office</p> <p>Permanent. Retire to RSC when 3 years old. Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>Volume on Hand: 2 cubic feet Annual Accumulation: 25 cubic foot</p> <p>c. Files of long term or outstanding issues concerning restricted countries</p> <p>Permanent. Retire to RSC when 10 years old. Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>Volume on Hand: 2 cubic feet Annual Accumulation: 25 cubic foot</p> <p>Country Files - General</p> <p>Consists of telegrams, memorandums, general correspondence, reports, and other documentation on issues of customs, taxes, contractors, motor vehicles, leases, etc. arranged by country on the foreign diplomatic, consular, and other employees of the foreign missions.</p> <p>Permanent. Retire to RSC when 10 years old. Offer to the National Archives when 30 years old in 5 year blocks.</p> <p>Volume on Hand: 5 cubic feet Annual Accumulation 2 c.f</p>		
4.	<p>OFMIS - Computerized Information System</p> <p>Multi-file on-line system provides information support for M/OFM's program requirements and affiliated organizations programs that have access to this system, e.g Office of Protocol, US Mission to the United Nations, and the Interagency Liaison Group. This system consists of modules on accreditation</p>		

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5	<p>activities for all Embassy, Consular and UN diplomats, staff, their dependents, and household staffs; Tax, Diplomatic Motor Vehicle and Customs functions.</p> <p>Delete information in database when no longer needed, as determined and cleared by the M/OFM Information Systems Manager</p> <p style="text-align: center;">TAX DIVISION</p> <p>Tax Exemption Files</p> <p>Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses.</p> <p>a. Policy and procedural files on exemptions for members of foreign missions.</p> <p>Permanent. Screen out information that has been superseded or of no further value Retire when 5 years old offer to the National Archives when 20 years old. Volume on Hand: 1 c f Annual Accumulation. 10 cf</p> <p>b Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards Information is arranged by country exclusive of restricted countries.</p> <p>Transfer to FBI 1 year after departure of employee.</p> <p>c. Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards pertaining to restricted countries.</p> <p>Retain 2 years after termination of employee Transfer to FBI.</p> <p>d Communications of routine nature pertaining to tax issues, receipts for issued cards, etc. Arranged by country.</p> <p>Destroy when 2 years old.</p> <p style="text-align: center;">CUSTOMS DIVISION</p>		
6	<p>Inspection and Exchange Rate Files</p> <p>a Country files containing inspection of household effects for incoming members of foreign missions, including liaison between missions and U.S. Customs.</p>		

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6a	<p>Destroy 1 year after completion of requests.</p>		
	<p>b. Exchange rates for restricted countries based on reciprocity Screen periodically obsolete or superseded information.</p>		
7	<p>Excise Tax Files</p> <p>Country files consisting of cables, diplomatic notes and other correspondence requesting exemption to excise tax imposed on certain commodities imported by foreign governments and their members.</p> <p>a. Communications of a routine nature. Screen 1 year after completion of requests.</p> <p>b. Communications requesting exemption to excise tax other than those described in a above Retire one year after completion of requests. Destroy when 5 years old.</p>		
8.	<p>International Organization File</p> <p>Consists of diplomatic notes, cables and general correspondence concerning foreign government owned organizations operating in the U S requesting accreditation, tax exemptions, and diplomatic privileges and any other issues requiring OFM approval. Information is arranged by country and alphabetically by organization.</p> <p>a. Routine requests and responses Destroy when no longer needed.</p> <p>b. Special Case Files Transfer records of interest to the FBI. Destroy the remainder.</p>		
9	<p>Customs Clearance Requests</p> <p>a. Diplomatic notes, forms, telegrams and other communications requesting free entry of merchandize into the U S. by foreign governments and international organizations. Destroy 1 year after completion of request.</p>		

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	<p>b Diplomatic notes and related communications concerning the authorization for temporary periods of blanket clearance to cover free entry of specified articles</p> <p>Destroy 5 years after termination or clearance arrangement</p>		
10	<p>Clearances - Ship Files</p> <p>Country files containing telegrams, diplomatic notes, and other correspondence requesting clearances for ceremonial, informal, and operational visits of ships, both U.S. and foreign.</p> <p>Destroy 1 year old after approval of request.</p>		
11	<p style="text-align: center;">TRAVEL</p> <p>Travel Program Files</p> <p>Consists of information and travel arrangements for members of countries who are restricted in travelling Consists of bills, reservations, memorandums, diplomatic notes pertaining to individual travel plans Files are arranged by country and alphabetically within each country</p> <p>Retire when 3 years old Transfer records of interest to the FBI. Destroy the remainder</p>		
12.	<p>Computer System File</p> <p>Information pertaining to OFM's automated system containing reports and correspondence on the development, expansion, and problems associated with the database.</p> <p>Screen periodically and destroy</p>		
13.	<p style="text-align: center;">PROPERTY</p> <p>Leases</p> <p>Files are arranged by country containing copies of leases required of members of the foreign diplomatic community.</p> <p>Transfer records of interest to the FBI one year after termination of the lease by foreign government Destroy the remainder</p>		

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14	<p>Real Estate Files</p> <p>Consists of memorandums, diplomatic notes, and cables of information arranged by country requesting approvals for leasing or purchasing properties. Files are on those countries whereby reciprocity or national security are issues requiring State Department's assistance and approval.</p> <p>Retire one year after termination of lease by foreign government or sale of property Destroy when 5 years old.</p>		
15	<p>Property Management Files</p> <p>Information on property which State Department has taken control of due to severance of diplomatic relations with the country. Contains information on leases, maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties</p> <p>Retire when 5 years old Destroy when 20 years old</p>		
16	<p>Tax Exemption Files</p> <p>a Communications with local governments on policies and procedures on tax issues for the foreign missions and employees</p> <p>Retain permanently</p> <p>b Miscellaneous correspondence file with local governments on real estate tax issues regarding foreign governments</p> <p>Transfer records of interest to the FBI Destroy the remainder</p>		

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	ADMINISTRATIVE		
17	<p>Bank Accounts</p> <p>Contains bank accounts set up to pay for travel, hotels, contractors, etc for members of foreign missions who are restricted based upon reciprocity. The foreign missions provide funding to reimburse OFM for all expenditures</p> <p>Retire after completion of audit on accounts paid and destroy when 3 years old</p>		
	MOTOR VEHICLE DIVISION		
18	<p>Motor Vehicle Policy Files</p> <p>Information identifying all policy and procedures on motor vehicle issues</p> <p>Permanent Retire when 5 years old Offer to the National Archives when 30 years old in 5 year blocks</p> <p>Volume on Hand 1 cf Annual Accumulation. 10 cf</p>		
19	<p>Motor Vehicle Registration Program</p> <p>Consists of application forms, proof of ownership, sales documents, titles, registrations, requests to sell or export vehicles and other documentation used in obtaining license plates and selling or exporting vehicles</p> <p>a Requests for license plates and requests to sell or export vehicles before departing the U S for all countries except those considered criterion countries</p> <p>Destroy 2 years after departure of employee</p> <p>b Requests for license plates and requests to sell or export cars by members of criterion countries.</p> <p>Transfer records of interest to the FBI 3 years after granting approval to sell or export cars Destroy the remainder</p>		

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20	<p>Motor Vehicle Correspondence File</p> <p>Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e. licenses, parking violations, driving violations, communications with local governments, etc. Arranged by country</p> <p>Destroy when 2 years old, unless pertains to policy formulation. Transfer records of interest on "Violations" files to FBI. Destroy the remainder.</p>		
21	<p>Driver License Program</p> <p>Consists of photographs, application forms, and other supporting documents and correspondence needed for issuance of driver licenses to members of foreign missions.</p> <p>Upon departure of employees, place in inactive file. Transfer records of interest to the FBI when 1 year old. Destroy the remainder.</p>		
22	<p>Motor Vehicle Insurance</p> <p>Copies of insurance policies on motor vehicles owned by members of foreign missions</p> <p>Destroy 1 year after departure of employee</p>		
CONTRACTOR DIVISION			
23.	<p>Contractors' Files</p> <p>Consists of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries. Contains copies of contracts, invoices, architectural drawings, receipts for payments, diplomatic notes, and general correspondence for services requested and rendered</p> <p>a Copies of architectural drawings</p> <p>Permanent Retire when 5 years old Offer to the National Archives when 30 years old</p> <p>Volume on Hand 2 cubic feet Annual Accumulation 50 cubic foot</p>		

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	<p>b. Copies of contracts and related papers and correspondence</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000</p> <p>Destroy 6 years and 3 months after final payment</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000</p> <p>Destroy 3 years after final payment (Close file at the end of the fiscal year, retain 3 years and destroy, except for files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith)</p>	<p>GRS3 Item 4</p>	<p>9 of 9</p>