

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*None*

LEAVE BLANK	
JOB NO	<b>NCI-59-83-2</b>
DATE RECEIVED	<b>12-10-82</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
 Department of State

2 MAJOR SUBDIVISION  
 Bureau for International Narcotic Matters

3 MINOR SUBDIVISION  
 Office of Program Management

4 NAME OF PERSON WITH WHOM TO CONFER  
 Alice L. Harris

5 TEL EXT  
 632-8806

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
12/6/82	<i>Paul H. Murphy</i>	Actg. Chf., Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>General Subject Files.</p> <p>Consist of copies of telegrams, airgrams, memorandums, correspondence, reports and other documentation of the management of the Bureau for International Narcotic Matters and Department of State participation in international narcotic control programs. Includes material on the policies, plans and procedures of the program; inter-agency, inter-governmental and interorganizational liaison in the conduct of the program; intelligence procedures and activities and intelligence reports pertinent to narcotic traffic and control; and documentation of specific projects.</p> <p>Filed according to the Department's official records classification system; blocked annually</p> <p>a. Policy and procedural files which document the development and implementation of the program.</p>		<b>WITHDRAWN</b>

*11 items*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Permanent. Retire to RSC when 3 years old. Transfer to FRC when 5 years old. Offer to the National Archives when 30 years old.</p> <p>Volume: Est. 4 cubic feet</p> <p>Annual accumulation: Est. 1 cubic foot</p> <p>b. Administrative and operational files.</p> <p>Retire to RSC when 3 years old. Destroy when 5 years old.</p>		
2	<p>Country Files.</p> <p>Consist of telegrams, airgrams, memorandums, correspondence, reports, statistics and other documentation of bureau participation in international narcotic control programs and projects in a specific country. Includes material on the policies, plans and procedures of country programs and projects; inter-agency, inter-governmental and inter-organizational liaison in program/project development and implementation; and COPIES of Program Agreements and contracts for commodities and services for program/project support. (NOTE: Record copies of contracts are kept by INM/C and are disposed of in accordance with standard schedules pertaining to contract files.)</p> <p>Filed alphabetically by country name; blocked annually.</p> <p>a. Policy and procedural files which document the development and implementation of specific country programs and projects.</p> <p>Permanent. Retire to RSC when 3 years old. Transfer to FRC when 5 years old. Offer to the National Archives when 30 years old.</p> <p>Volume: Est. 4 cubic feet</p> <p>Annual accumulation: Est. 1 cubic foot</p> <p>b. Administrative and operational files.</p>		WITHDRAWN

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	Retire to RSC when 3 years old. Destroy when 5 years old.		
3	Procurement Files.  Include Project Implementation Orders (PIO's) for Commodities, Technical Services and Participants, and related materials.  Transfer to RSC no later than 3 years after action has been completed. Destroy 5 years after last action.		WITHDRAWN
4	Chronological Files.  Destroy when 1 year old.		WITHDRAWN
5	Reference and Briefing Material.  Retain as needed (non-record).		WITHDRAWN
6	Budget Files.  a. Budget estimates and justifications. Includes copies of bureau budget submissions and budget submission for country programs.  Retire to RSC when 3 years old. Destroy 5 years after the close of the fiscal year covered.  b. Budget working papers. Includes data accumulated in the preparation of annual budget estimates, and duplicates of papers described in "a" above.  Destroy 1 year after the close of the fiscal year covered by the budget.		WITHDRAWN
7	Financial Plans.  Includes documentation of the expenditure of appropriated and other funds.  Destroy 3 years after the end of the fiscal year.		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8	<p>Personnel Files.</p> <p>Consist of records relating to bureau personnel matters. Includes material on staffing, position classification, position descriptions, appointments, staff training and performance evaluation.</p> <p>Destroy when 3 years old.</p>		WITHDRAWN