

Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) Department of State	
2 Major Subdivision U S Mission to the United Nations	
3 Minor Subdivision	
4 Name of Person with whom to confer Margaret E Keapproth	5 Telephone (include area code) 202-663-2170

Leave Blank (NARA Use Only)	
Job Number NI-84-09-1	
Date Received 10/6/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date 10/6/08	Archivist of the United States [Signature]

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 <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested		
Signature of Agency Representative Tasha M Thian [Signature]	Title Agency Records Officer	Date (mm/dd/yyyy) 09-26-2008

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

SF-115 Continuation Pages
USUN Records Disposition Schedule

Research Unit

1. Research Memorandums

Description File contains memos the Research Unit has prepared in response to requests over the years Covers period from 1949 to present

- a Master Set File contains research memorandums and other materials used to research and produce answers to specific requests from other USUN offices Files are arranged chronologically by calendar year Recordkeeping medium is paper

Disposition PERMANENT Cutoff at the end of the calendar year Hold in file area for 10 years and then retire to an approved record storage facility Transfer to the National Archives in 5 year blocks when 25 years old

DispAuthNo New item Pending

2. Acknowledgments by UN Missions

Description File contains acknowledgments by UN Missions to U S requests for support on UN candidates Also includes other types of correspondence related to requests for support from other countries, U S replies to such requests, etc

Disposition TEMPORARY Screen files at the end of calendar year for substantive records related to elections and incorporate into the Central Subject File Destroy the remaining documents determined to be not worthy of preservation when no longer needed

DispAuthNo Pending (Supersedes NN-173-126, item 13)

3. USUN Blue and White Lists

Description Blue books are a compilation of who had diplomatic privilege and immunity, in what position, and for how long Used frequently to respond to inquiries from the Department to determine status of U S born children to foreign born parents who may have a connection to the UN community Also includes list of employees to the permanent mission known as the "White Lists" Covers the period 1968 to present

Disposition TEMPORARY Destroy when no longer needed for operational purposes

DispAuthNo Pending

4. Ambassadorial Schedules

Description File contains a copy of the daily schedules of the Permanent Representative, or the acting Permanent Representative in his/her absence In addition, up to five (5) additional ambassadors, all Presidential appointees confirmed by the Senate, each with their own daily activity schedules maintained by their staffs

Disposition PERMANENT Cut off at the end of incumbents' tenure at UN Retire to WNRC at the end of the calendar year after the tenure ends Transfer to the National Archives when 25 years old

DispAuthNo New item Pending

W/NARA revisions
March 26, 2012