
U.S. Department of State Records Schedule

Chapter 02: Principal Officers

Deputy Secretary of State

A-02-010-01 **Files of the Deputy Secretary of State - Arrange by subject, country, correspondent, type of record or chronologically**

Description: Action memorandums, appointment books, briefing books, briefing memorandums, calendars, correspondence, daily notes and daily schedules, information memorandums, logs, memorandums, memorandums of conversation, notes, official-informal correspondence, reports, speeches (text and transcripts), statements, telegrams, testimony (text and transcripts), trip files, and other documentation on the activities, interests, plans, policies, and responsibilities of the Deputy Secretary.

Disposition: Permanent. Retire to RSC at the end of the tenure for the Deputy Secretary or sooner if necessary. Block files of each Deputy Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-91-30, item 1

Date Edited: 5/30/2013

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Office of Policy Planning Council

A-02-020-01	Director Correspondence File - Arrange in chronological order
Description:	Action memorandums, Briefing memorandums, and Information memorandums to the Department Principals and other correspondence.
Disposition:	PERMANENT: At the beginning of a new administration: Retain the last 2 years of the old administration files in the office and retire the rest to RSC. After two years, retire all of the old administration files. Offer to the National Archives when 20 years old.
DispAuthNo:	N1-059-89-17, item 1
	Date Edited: 5/30/2013
A-02-020-02	Briefing Books
Description:	Duplicate copies of briefing books prepared by the Secretariat Staff for the Secretary visits to foreign countries.
Disposition:	Destroy when no longer needed.
DispAuthNo:	Non-Record
	Date Edited: 8/27/2004
A-02-020-03	Secretary Open Forum Master
Description:	This on-line information system contains data on individuals who participate in the Secretary Open Forum lecture series.
Disposition:	Destroy when active agency use ceases.
DispAuthNo:	NC1-059-83-04, item 24
	Date Edited: 5/30/2013
A-02-020-04	Open Forum Program - Subject File
Description:	Annual reports, correspondence, papers, photographs, and telegrams on Open Forum elections, luncheons, meetings, speakers, and working groups.
Disposition:	Permanent. Cut file off at end of calendar year. Retire to RSC when two years old. RSC transfer to WNRC after five years. Offer to NARA after 30 years.
DispAuthNo:	N1-059-92-02, item 1
	Date Edited: 5/30/2013
A-02-020-05	Open Forum Chairperson Working File
Description:	Extra copies of correspondence, memorandums, logs, and telegrams on Open Forum and Open Forum Options.
Disposition:	Destroy when material is obsolete, updated or of no future value
DispAuthNo:	N1-059-92-02, item 2
	Date Edited: 5/30/2013

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A-02-020-07 **Open Forum Speakers - Case File**

Description: Biographic information, chairperson remarks, copies of correspondence, Department Notices, invitations, memorandums, newspaper articles, notes relating to the substance of a speech, press releases, schedules, and speeches on foreign policy by well known analysts, consultants, and experts; material provided by the speaker; and photographs.

Disposition: Block annually. Destroy after three years.

DispAuthNo: N1-059-92-02, item 4

Date Edited: 5/30/2013

A-02-020-20 **Open Forum Chronological File**

Description: Correspondence, memorandums, telegrams, notices and other material. (Record copies are incorporated into other series of records.)

Disposition: Destroy when no longer needed.

DispAuthNo: N1-059-92-02, item 5

Date Edited: 5/30/2013

Under Secretary for Economic Growth, Energy, and the Environment - Front Office (E)

A-02-030-01 **Under Secretary for Economic, Business, and Agricultural Affairs Files**

Description: Action memorandums, briefing memorandums, correspondence, memorandums, memorandums of conversation, minutes of meetings, notes, prepared statements and testimony, reports, schedules, speeches, telegrams, special assistants files, and other documentation on the activities, plans, and policies of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-89-07, item 1

Date Edited: 4/1/1999

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Under Secretary for Economic Growth, Energy, and the Environment (E)

A-02-031-01 Business Organization Files

Description: Documents reflect public relations activities with such business organizations as the U.S. Chamber of Commerce, the Business Council on International Understanding and the Executive Council on Foreign Diplomats. Included are meetings with Department principles, briefing memos, speaking engagements and invitations, proposed agendas for meetings or conferences, executive summaries, talking points, requests for information or publications and other items of interest concerning industry/business programs.

Disposition: Destroy when five years old or when no longer needed whichever is sooner.

DispAuthNo: N1-059-94-20, item 1

Date Edited: 4/1/1999

A-02-031-02 Foreign Commercial Service (FCS) Files - Arranged by country and subject

Description: Documents reflect the Department responsibilities for the coordination and oversight of commercial programs with the Foreign Commercial Service (FCS) of the Department of Commerce. Included are U.S. business opportunities, business conferences, assistance and support to U.S. firms, foreign investment climate, trade and development program projects, bank lending policies, expo information, trade and export promotion, exploration and identification of potential events for the future, promotion of U.S. trade and foreign assistance development, investment and private enterprise, Interagency Working Group on Private Sector Development, investment initiatives and profiles, commercial activities reports, awards of contracts, foreign buyers program issues, legislation, reports on unfair foreign competition practices, U.S. efforts to combat corruption, U.S. business and economic interest, Trade Promotion Coordinating Committee participation, meetings, background papers, and related correspondence.

Disposition: Destroy when two years old.

DispAuthNo: N1-059-94-20, item 2

Date Edited: 4/1/1999

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Office of Civil Rights

A-02-040-01 Equal Employment Opportunity (EEO) Records

Description: EEO official discrimination complaint case files – Formal process.

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other official complaint case file records. Includes cases resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court.

Note: This item includes all records gathered in the informal process which become

Disposition: Temporary. Destroy 7 years after resolution of case, but longer retention is authorized if required for business use. (GRS 1, item 25a)

DispAuthNo: DAA-GRS-2015-0007-0008 (G **Date Edited:** 9/3/2017

A-02-040-03 Equal Employment Opportunity (EEO) Records

Description: EEO case files that did not result in an EEO complaint.

Includes cases that did not result in an official formal or informal EEO complaint and background records not filed in the Official Discrimination Case Complaint.

Disposition: Temporary. Destroy 2 years after final resolution of case, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25c(1) and GRS 1, item 25c(2))

DispAuthNo: DAA-GRS-2015-0007-0009 (G **Date Edited:** 10/4/2017

A-02-040-04 Equal Employment Opportunity (EEO) Records

Description: EEO compliance review files.

Reviews, background documents, and correspondence relating to contractor employment practices.

Disposition: Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25d(1))

DispAuthNo: DAA-GRS-2015-0007-0010 (G **Date Edited:** 9/3/2017

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A-02-040-05 Equal Employment Opportunity (EEO) Records

Description: EEO reports and employment statistics files.

Includes the annual report to the EEOC, the annual report to Congress on the No FEAR Act, quarterly/monthly reports to senior leadership, and other related reports required by EEOC's MD 715 (such as the Analysis and Action Plans) or succeeding guidance as well as employment statistics files which support reporting requirements to Congress, the EEOC and other oversight entities.

Disposition: Temporary. Destroy when 5 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25d(2); GRS 1, item 25f; GRS 1, item 25h(1); GRS 1, item 25h(2); GRS 1, item 25h(3); and GRS 1, item 25h(4))

DispAuthNo: DAA-GRS-2015-0007-0011 (G **Date Edited:** 9/5/2017

A-02-040-07b EEO Affirmative Action Plans (AAP)

Description: b. Agency feeder plan to consolidate AAPs.

Disposition: Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

DispAuthNo: NC-064-76-04, item 25h(2) **Date Edited:** 4/24/2012

A-02-040-08 Interview Records

Description: Correspondence, reports, and other records relating to interviews with employees conducted pursuant to the Department anti-harrassment regulations.

Disposition: Destroy 6 months after completion of the inquiry.

DispAuthNo: GRS 1, item 8 **Date Edited:** 4/24/2012

A-02-040-09 Equal Employment Opportunity (EEO) Records

Description: EEO program files.

General program-related correspondence and copies of regulations with related records that pertain to the Civil Rights Act of 1964, the EEO Act of 1972, and any other pertinent legislation, and agency EEO Committee meeting records.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 25g)

DispAuthNo: DAA-GRS-2015-0007-0006 (G **Date Edited:** 9/5/2017

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A-02-040-09a **Alternative Dispute Resolution (ADR) Records**

Description: ADR program files.

ADR is any dispute resolution process conducted by a neutral third party, or third parties, which is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, mini-trials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees, or between the agency and the union(s).

This item refers to the program management and routine activities of offices running ADR processes. Includes:

- program-related correspondence (excludes case-related correspondence)
- copies of statutes, regulations
- meeting minutes
- final reports provided to senior management, oversight agencies, and related records and data created, received, and maintained for purposes of tracking agency compliance with relevant Executive Order(s), as amended
- copies of records of financial payments and authorizations to mediators and/or facilitators (excludes copies held by financial offices)
- evaluation records of the ADR program
- other records relating to the agency's overall administration of its ADR program

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 27a)

DispAuthNo: DAA-GRS-2015-0007-0001 (G **Date Edited:** 9/5/2017

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Chapter 02: Principal Officers

A-02-040-09b **Alternative Dispute Resolution (ADR) Records**

Description: ADR Case files - Formal process.

ADR is any dispute resolution process conducted by a neutral third party, or third parties, which is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, mini-trials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees, or between the agency and the union(s).

This item includes originals and copies of records generated in response to a referral from another dispute, grievance or complaint process (like EEO complaints or grievances). Includes:

- agreements to use ADR
- documentation of the settlement or discontinuance of the ADR case
- parties' written evaluations of the process and/or the neutral third party mediator
- correspondence related to intake, process, settlement, and evaluations (excluding evaluation records of ADR programs)

Disposition: Temporary. Destroy 7 years after case is closed, but longer retention is authorized if required for business use. (GRS 1, item 27b)

DispAuthNo: DAA-GRS-2015-0007-0003 (G **Date Edited:** 9/5/2017

A-02-040-10 **iComplaints Database**

Description: The database contains records and data created, received, and maintained for the purpose of tracking and controlling case activity and status. Data is entered manually to track case complaint activity; data entry and scanning (.pdf) Files contain status of formal complaints, informal complaints, status through resolution to include ADR litigation, settlement, and decisions on the merits. Output is in the form of the EEOC required annual report on complaint activity (462 Report).

Disposition: Temporary. Destroy when no longer needed. (Supersedes GRS 23, item 8)

DispAuthNo: GRS 4.1, Item 010 **Date Edited:** 3/9/2017

Ombudsman

A-02-043-01 **Program Files.**

Description: Arranged chronologically or by subject. Memorandums, reports, e-mail messages, correspondence, notes, drafts, studies, publications, notices, and other materials relating to the work and activities of the Ombudsman for Civil Service Employees. Lot 030295

Disposition: TEMPORARY. Retire to a records storage facility immediately. Destroy in 2028.

DispAuthNo: N1-059-04-08, item 1 **Date Edited:** 4/4/2005

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Under Secretary for Political Affairs

A-02-050-01 Subject File - Arrange by TAGS and Terms

Description: Action memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on the activities and responsibilities of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-91-04, item 1 **Date Edited:** 4/1/1999

A-02-050-02 Chronological File - Arrange chronologically by date

Description: Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-91-04, item 2 **Date Edited:** 4/1/1999

A-02-050-03 Speech and Testimony File - Arrange chronologically

Description: Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-91-04, item 3 **Date Edited:** 4/1/1999

A-02-050-04 Appointment Books, Calendars, and Logs

Description: Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block records of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-91-04, item 4 **Date Edited:** 4/1/1999

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Under Secretary for Management-Front Office

A-02-060-01 Management Correspondence Files

Description: Consist of policy and procedural files of the Under Secretary for Management. Contains memorandums, reports and correspondence relating to management of the Department of State.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC for transfer to WNRC. Transfer to the National Archives in 5 year blocks when 30 years old.

DispAuthNo: N1-059-88-23, item 1

Date Edited: 4/1/1999

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Under Secretary for Management-General

A-02-061-01a	General Subject Files - Management Operations Policy Files
Description:	Includes memorandums, correspondence telegrams, position papers, and reports providing recommendations on the organization and management of the Department of State and the Foreign Service to effectively improve its role in the development and execution of foreign policy. Includes involvement in Conferences, Working Groups, Task Forces, etc. in formulating and implementing policy programs.
Disposition:	Permanent. Transfer to WNRC when five years old. Offer to NARA when 25-years old in five year blocks.
DispAuthNo:	N1-059-99-16, item 1a
Date Edited:	8/26/2014
A-02-061-01b	General Subject Files - Budgetary Planning
Description:	Consists of correspondence, memorandums, fiscal data, and reports on budgetary planning and policy goals of Department bureaus and overseas posts. (Excludes records covered by Chapter 5).
Disposition:	Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 25 years old in 5 year blocks.
DispAuthNo:	N1-059-99-16, item 1a
Date Edited:	8/26/2014
A-02-061-01c	General Subject Files - Staffing Needs
Description:	Includes correspondence, memorandums telegrams, and inspection reports on personnel planning to improve the operations of the Department and overseas posts. Covers guidelines for personnel reductions and resource needs.
Disposition:	Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 25 years old in 5 year blocks.
DispAuthNo:	N1-059-99-16, item 1a
Date Edited:	8/26/2014
A-02-061-02	Overseas Presence of the United States (OPUS I and OPUS II)
Description:	An automated system used to track and monitor US Government agency positions overseas, excluding those not under the authority of the Chief of Mission. (NC1-59-83-4, item 20)
Disposition:	Destroy when information is obsolete or no longer needed.
DispAuthNo:	N1-059-88-10, item 1
Date Edited:	4/1/1999

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A-02-061-03 Post Profile System

Description: An automated system used to produce profiles of Foreign Service posts overseas, as well as country, regional or world profiles, used for management policy and planning purposes, trend reporting, etc.

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-059-88-12, item 1 **Date Edited:** 4/1/1999

A-02-061-04 Position Control System (PCS)

Description: An automated system used to track and monitor State Department American full-time positions, both domestic and overseas. (NC1-59-83-4, item 21)

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-059-88-11, item 1 **Date Edited:** 4/1/1999

Under Secretary for Management-Committee Control

A-02-062-01 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 12/13/2000

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A-02-063-06	Presidential Boards and Commissions
Description:	Appointments by the Secretary of State for Presidential Boards and Commissions. Contains copies of memorandums of appointments, recommendations, resumes, etc.
Disposition:	Destroy upon change of Administration
DispAuthNo:	N1-059-93-25, item 6
Date Edited:	4/1/1999

A-02-063-07	Ambassadors Nomination Package
Description:	Copies of documents concerning nominations for ambassadors arranged alphabetically. Contains internal memorandums, White House correspondence, biographic information, nomination paperwork, background information, etc.
Disposition:	Destroy upon change of Administration.
DispAuthNo:	N1-059-93-25, item 7
Date Edited:	4/1/1999

A-02-063-08	Current Ambassadors
Description:	Copies of documents on current ambassadors containing information on appointments, committee hearings, press releases, biographic information, newspaper articles, memorandums of approval from the White House, etc. Files are arranged (1) alphabetically and (2) by country.
Disposition:	Destroy upon change of Administration.
DispAuthNo:	N1-059-93-25, item 8
Date Edited:	4/1/1999

A-02-063-09	Resignation of Ambassadors
Description:	Files on resignation of ambassadors during the current Administration. Contains copies of the letter of resignation.
Disposition:	Destroy upon change of Administration.
DispAuthNo:	N1-059-93-25, item 9
Date Edited:	4/1/1999

A-02-063-10	Senior Executive Service (SES)
Description:	Printout of database of individuals in the SES containing name of person, date promoted, office, date left office, etc.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-93-25, item 10
Date Edited:	4/1/1999

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A-02-063-11 Schedule C, Non-Career SES Appointments

Description: Notebooks and files on all Schedule C and Non-Career SES appointments in the State Department. Contains copy of resumes, memorandum of recommendation, position description, copy of SF-171, copy of financial disclosures, etc.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-059-93-25, item 11 **Date Edited:** 4/1/1999

A-02-063-12 Presidential Delegation File

Description: Files on individuals appointed to Presidential Delegations. Contains biographic information, resumes, application for position, financial disclosures, notes and related documentation.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-059-93-25, item 12 **Date Edited:** 4/1/1999

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Under Secretary for Mgt.-Moscow Embassy Bldg. Control Office

A-02-064-01a **Alphabetical Subject and Correspondence Files**

Description: a. Correspondence, memorandums, reports, telegrams, briefing materials, and other documentation relating to the construction of the Moscow building, relations with contractors, and efforts of Soviets to compromise its security.

Disposition: Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-059-93-17, item 1)

DispAuthNo: N1-059-00-20, item 1a **Date Edited:** 4/9/2001

A-02-064-01b **Alphabetical Subject and Correspondence Files**

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-20, item 1b **Date Edited:** 4/9/2001

A-02-064-02a **Counter Intelligence Files**

Description: a. Correspondence and other records relating to policy issues in the renovation of the Moscow Embassy.

Disposition: Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-00-20, item 2a **Date Edited:** 4/9/2001

A-02-064-02b **Counter Intelligence Files**

Description: b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-20, item 2b **Date Edited:** 4/9/2001

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A-02-064-03a	Studies Files
Description:	a. Studies of all aspects of the construction of the Moscow Embassy Building. Includes special studies of the Soviet effort to penetrate the embassy building and American counter-measure.
Disposition:	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-059-93-17, item 2)
DispAuthNo:	N1-059-00-20, item 3a
	Date Edited: 4/9/2001

A-02-064-03c	Studies Files
Description:	b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-20, item 3b
	Date Edited: 6/11/2007

A-02-064-04a	Shipping Files
Description:	a. Documents relating to shipments of supplies and equipment to Moscow for use in the building. Includes purchase orders, requisitions, packing orders and lists, notifications of shipment and copies of invoices, and other related correspondence.
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old. (N1-059-93-17, item 4)
DispAuthNo:	N1-059-00-20, item 4a
	Date Edited: 6/11/2007

A-02-064-04b	Shipping Files
Description:	b. Transit certification documentation of shipments.
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 50 years old.
DispAuthNo:	N1-059-00-20, item 4b
	Date Edited: 4/9/2001

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A-02-064-04c	Shipping Files
Description:	c. Electronic version of records created by electronic mail or word processing applications.
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-20, item 4c
	Date Edited: 4/9/2001

A-02-064-05a	Contractor Files
Description:	a. Arranged by name of contractor. Correspondence, copies of contracts, invoices, receipts for payments for services and Faxes relating to activities of contractors involved in construction of the Moscow Embassy Building. (Excludes files on contractors maintained in the Alphabetical Subject and Correspondence Files.)
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy 6 years 3 months after final payment. (N1-059-93-17, item 5)
DispAuthNo:	N1-059-00-20, item 5a
	Date Edited: 4/1/1999

A-02-064-05b	Contractor Files
Description:	b. Security Contract Files - Security clearances, inspection reports and key security correspondence.
Disposition:	Temporary. Transfer to RSC for immediate transfer to WRNC. Destroy when 25 years old.
DispAuthNo:	N1-059-00-20, item 5b
	Date Edited: 4/9/2001

A-02-064-05c	Contractor Files
Description:	c. Electronic version of records created by electronic mail or word processing applications.
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-00-20, item 5c
	Date Edited: 4/9/2001

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A-02-064-06a **Tour of Duty Reports**

Description: a. Daily reports of security related activities in and around the Embassy. Includes printouts, daily report sheets, personnel rotation logs, system check reports, property inventory reports, etc.

Disposition: Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old.

DispAuthNo: N1-059-00-20, item 6a **Date Edited:** 4/1/1999

A-02-064-06b **Tour of Duty Reports**

Description: b. Electronic version of records created by electronic mail or word processing applications.

Disposition: Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-00-20, item 6b **Date Edited:** 4/9/2001

A-02-064-07 **Security Videotapes**

Description: Videotapes relate to 24-hour security surveillance in and around the Embassy. (VHS formatted)

Disposition: Temporary. Transfer to RSC for immediate transfer to WNRC, Destroy when 25 years old.

DispAuthNo: N1-059-00-20, item 7 **Date Edited:** 4/1/1999

A-02-064-08 **Slides and Videotapes**

Description: Slides and Videotapes documenting the construction of the Moscow Embassy Building and examination of the Soviet effort at penetration.

Disposition: Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-059-93-17, item 7)

DispAuthNo: N1-059-00-20, item 8 **Date Edited:** 4/9/2001

A-02-064-09 **Photographs**

Description: Black and white and color photos of the Moscow Embassy construction site at different levels of completion.

Disposition: Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-00-20, item 9 **Date Edited:** 4/9/2001

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Under Secretary for Civilian Security, Democracy, and Human Rights (J)

A-02-065-01 Subject Files

Description: Action Memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, and memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on activities and responsibilities of the Under Secretary. Files are arranged by subject.

Disposition: Permanent. Retire to the RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-09-42, item 1

Date Edited: 2/15/2011

A-02-065-02 Chronological File

Description: Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary. Files arranged chronologically by date.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-09-42, item 2

Date Edited: 2/15/2011

A-02-065-03 Speech and Testimony File

Description: Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation. Files arranged chronologically.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-09-42, item 3

Date Edited: 2/15/2011

A-02-065-04 Appointment Books, Calendars, and Logs

Description: Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary Personal Assistant/Scheduler.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary tenure or sooner if necessary. Block records of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-09-42, item 4

Date Edited: 2/15/2011

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A-02-065-05a The Presidents Interagency Council on Women (PICW) Files (1993-2001)

Description: Program and Event File

a. File consists of activity records, briefing memorandums, presentations, agendas, participant bios, minutes, miscellaneous correspondence, and other materials relating to the event for official conferences and meetings. They are the full official record for each event. Files are organized by event and maintained in a file cut off at the end of each calendar year.

Disposition: PERMANENT: Retire to Records Service Center (RSC) when five years old or when no longer needed in the office. Transfer to WNRC when 10 years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-059-01-06, item 1a

Date Edited: 10/12/2001

A-02-065-05b The Presidents Interagency Council on Women (PICW) Files (1993-2001)

Description: Program and Event File

b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-01-06, item 1b

Date Edited: 10/12/2001

A-02-065-06a Background Briefing and Materials File

Description: a. Materials used at public briefings for Non-Government Organizations (NGOs) and others.

Disposition: TEMPORARY: Maintain for three years, then destroy.

DispAuthNo: N1-059-01-06, item 2a

Date Edited: 10/12/2001

A-02-065-06b Background Briefing and Materials File

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-01-06, item 2b

Date Edited: 10/12/2001

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A-02-065-07a **Periodic Activity Reports**

Description: a. Periodic reports to management detailing the activities of the PICW.

Disposition: TEMPORARY: Maintain for three years, then destroy.

DispAuthNo: N1-059-01-06, item 3a **Date Edited:** 10/12/2001

A-02-065-07b **Periodic Activity Reports**

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-01-06, item 3b **Date Edited:** 10/12/2001

A-02-065-08a **Routine Administrative File**

Description: a. Routine logistic and administrative material related to running the office, including procedures manual.

Disposition: TEMPORARY: Destroy when two years old. (GRS 23, item 1)

DispAuthNo: N1-059-01-06, item 4a **Date Edited:** 10/12/2001

A-02-065-08b **Routine Administrative File**

Description: b. Electronic copies produced on electronic mail and word processing system.

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced. (GRS 23, item 10a)

DispAuthNo: N1-059-01-06, item 4b **Date Edited:** 10/15/2001

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A-02-065-09a **Budget and Financial File**

Description: a. Budget and financial plans, worksheets, reports and other financial documents used in preparation of annual budget. Cut off file at end of fiscal year.

Disposition: TEMPORARY: Destroy one year after close of fiscal year covered by the budget. (GRS 5, item 2)

DispAuthNo: N1-059-01-06, item 5a **Date Edited:** 10/15/2001

A-02-065-09b **Budget and Financial File**

Description: b. Electronic copies of records that are created on electronic mail and word processing systems.

Disposition: TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced. (GRS 5, item 5a)

DispAuthNo: N1-059-01-06, item 5b **Date Edited:** 10/15/2001

A-02-065-10a **Biographic and Contact Names File (contains little department-produced information)**

Description: a. File contains biographic descriptions of PICW agency members and other involved in program activities. Personal contact information (addresses, phone/fax numbers, and other information) on all government representatives and NGO contacts.

Disposition: TEMPORARY: Destroy when person is no longer a member or non-government organizations (NGOs) participant.

DispAuthNo: N1-059-01-06, item 6a **Date Edited:** 10/15/2001

A-02-065-10b **Biographic and Contact Names File (contains little department-produced information)**

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-01-06, item 6b **Date Edited:** 10/15/2001

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A-02-065-11a(1)	PICW Publications File - PICW publications and open source reference materials
Description:	a. Official PICW publications: 1. Record copy. One copy of each PICW publication.
Disposition:	PERMANENT: Maintain annual file and retire to RSC when three years old. Transfer to WNRC after 10 years old. Transfer to National Archives when 30 years old.
DispAuthNo:	N1-059-01-06, item 7a(1) Date Edited: 10/15/2001

A-02-065-11a(2)	PICW Publications File - PICW publications and open source reference materials
Description:	a. Official PICW publications: 2. Supplemental copies.
Disposition:	TEMPORARY: Destroy remaining copies when three years old.
DispAuthNo:	N1-059-01-06, item 7a(2) Date Edited: 10/15/2001

A-02-065-11b	PICW Publications file - PICW publications and open source reference materials
Description:	b. Electronic copies produced on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-06, item 7b Date Edited: 10/15/2001

A-02-065-11c	PICW Publications file - PICW publications and open source reference materials
Description:	c. Open Source materials. Books, magazines, and other publications retained for reference purposes.
Disposition:	TEMPORARY: Dispose of when no longer needed for reference.
DispAuthNo:	N1-059-01-06, item 7c Date Edited: 10/15/2001

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Under Secretary for Public Diplomacy and Public Affairs (R)

A-02-066-01 Under Secretary Files

Subject File

Description: File contains correspondence, notes, reports, memoranda, memcons, special requests, briefing books, trip logs, and other materials, both originals and copies, including supporting records (papers, correspondence, raw data, comments, drafts, etc.) Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-059-03-06, item 1

Date Edited: 8/8/2007

A-02-066-02 Chronological File

Description: File contains extra copies of communications, correspondence, and other documents arranged in order of occurrence alphabetically by post, division, or other method, and used as a general reading or reference file.

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-059-03-06, item 2

Date Edited: 8/8/2007

A-02-066-03 Speeches

Description: Text versions of speeches by the Under Secretary. Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-059-03-06, item 3

Date Edited: 9/14/2004

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A-02-066-04a **Schedules of Daily Activities**

Description: File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity:

Records Containing substantive information, which have not been incorporated in memoranda, reports, correspondence, or other official records. Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-059-03-06, item 4a

Date Edited: 8/8/2007

A-02-066-04b **Schedules of Daily Activities**

Description: File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity:

Records contain routine non-substantive information. Includes simple lists of dates, times, and names or places of appointments.

Disposition: TEMPORARY: These records can be destroyed at the end of incumbency.

DispAuthNo: N1-059-03-06, item 4b

Date Edited: 12/2/2003

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A-02-066-05 Administrative Records Maintained in any Agency Office

Description: Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Note 1: This item covers administrative policies and procedures at the office/unit level. GRS 5.7 covers agency-level administrative issuances or directives.

Disposition: Temporary. Destroy when business use ceases.

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017

A-02-066-06 Personal Assistant Subject File.

Description: File Contains correspondence, memcons, memoranda, reports, briefings, and related materials. Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-059-03-06, item 6 **Date Edited:** 12/2/2003

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A-02-066-07 Meetings File

Description: File contains correspondence, memcons, memoranda, reports, briefings, and other materials related to proposed and scheduled meetings. Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Records Service Center will transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-059-03-06, item 7

Date Edited: 12/2/2003

A-02-066-08 Correspondence File

Description: File contains correspondence, resumes, and related materials received from non-government sources. Recordkeeping copy (paper).

Disposition: TEMPORARY: Destroy when 3 years old.

DispAuthNo: N1-059-03-06, item 8

Date Edited: 10/26/2007

A-02-066-09 Reference File

Description: File contains duplicate copies of records maintained elsewhere in this schedule. Retained for reference purposes only.

Disposition: TEMPORARY: Destroy when no longer needed for reference. (non-record)

DispAuthNo: N1-059-03-06, item 9

Date Edited: 12/2/2003

A-02-066-10a Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: N1-059-03-06, item 10a

Date Edited: 10/26/2007

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A-02-066-11b	Intermediary Records
Description:	<p>Mission Activity Tracker (MAT - PDMAT) records including electronic data input and adhoc reports.</p> <p>Electronic data entered into the system by PD units at overseas posts during an update process. Data is entered in a structured format via a web-based application.</p> <p>For example, activity type may be chosen from among the following: Formal Spoken Communication; Media Placement; Interview/Press Conference; Dissemination of Printed or Electronic Information; Educational/Cultural; Representational; Relationship Building/Maintenance; and Web 2.0/Social Media Engagement. Types of results may be chosen from among: Improved or Increased Understanding of U.S. Policies, Society and Values; Incorporated U.S. Sponsored Information Materials into Local Institutions; Initiated Positive Change to Local Organizations or Community; and Media Coverage.</p>
Disposition:	<p>Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)</p>
DispAuthNo:	DAA-GRS-2017-0003-0002 (G Date Edited: 9/26/2017
A-02-066-11d	Mission Activity Tracker (MAT - PDMAT)
Description:	<p>d. Documentation</p> <p>Includes Project Decision Document, Project Plan, System Requirements Document, Technical Design Document, Deployment Plan, and Test Plan.</p>
Disposition:	<p>Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1].</p>
DispAuthNo:	GRS 3.1, item 051 Date Edited: 3/31/2015
A-02-066-11e	Mission Activity Tracker (MAT - PDMAT)
Description:	<p>e. System Backups</p> <p>Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p>
Disposition:	<p>Temporary. Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. Supersedes GRS 24, item 4a[2].</p>
DispAuthNo:	GRS 3.2, item 041 Date Edited: 3/31/2015

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Office of Management Policy, Rightsizing and Innovation (M/PRI)

A-02-070-01 Subject and Project Files

Description: Contain files relating to the office's creation, improvement, and standardization of management policies, systems, and programs. This category includes documents only when the office has the lead in developing or implementing the program. If another entity has the lead for the U.S. Government, the office's files on this topic belong in the M/PRI Working Files. These files should not include documents when the final version is contained in a separate, authoritative system of record. The topics in this category include, but are not limited to, chief of mission authority, business process improvement, data quality and data-driven decision-making, electronic records management, resource utilization, electronic country clearance (eCC), lapse in appropriations, and International Cooperative Administrative Support Services (ICASS). The documentation contained in these files may include, but are not limited to, management studies, interagency agreements, overseas staffing reviews and reports, meeting minutes, contracts and funding documents, white papers, briefing checklists, memoranda, written procedures and guidance.

Disposition: Permanent. Cut off after activity is closed. Retire to the RSC five years after cutoff. Transfer to National Archives 25 years after cutoff. (Supersedes N1-059-99-16, item 1a, N1-059-99-16, item 1b, N1-059-99-16, item 2a, and N1-059-99-16, item 2b)

DispAuthNo: DAA-0059-2015-0015-0001 **Date Edited:** 1/17/2018

A-02-070-02 Office of Inspector General (OIG) Files

Description: Arranged by country, bureau, or issue. Files contain copies of reports and follow-up reviews of domestic and regional inspections conducted by the OIG. Documents include action memorandums presenting issues for discussion and essential factors for the attention of the Under Secretary for Management, OIG compliance memorandums, cables, correspondence, general information as well as draft copies of reports for comment.

Disposition: Temporary. Destroy when 10 years old or when no longer needed for current operations, whichever is sooner. (Supersedes N1-059-99-16, item 5a and N1-059-99-16, item 5b)

DispAuthNo: DAA-0059-2015-0015-0002 **Date Edited:** 1/17/2018

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A-02-070-03a **Mission Program Plans**

Description: Arranged by country. Master files reflect five year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retain one year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
(N1-059-97-2, item 1)

DispAuthNo: N1-059-99-16, item 3a

Date Edited: 1/17/2018

A-02-070-03b **Mission Program Plans**

Description: Arranged by country. Master files reflect five year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-99-16, item 3b

Date Edited: 1/17/2018

A-02-070-04a **Bureau Program Plans**

Description: Arranged by functional and geographic bureau. Master files reflect five year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retain one year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
(N1-059-97-2, item 2)

DispAuthNo: N1-059-99-16, item 4a

Date Edited: 1/17/2018

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A-02-070-04b **Bureau Program Plans**

Description: Arranged by functional and geographic bureau. Master files reflect 5-year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-99-16, item 4b

Date Edited: 1/17/2018

A-02-070-05a(1) **Special Embassy Program (SEP) Files**

Description: a. Policies and Procedures. Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

(1) Recordkeeping Copy (paper).

Disposition: Permanent. Retire to RSC when five years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-16, item 8a(1)

Date Edited: 1/17/2018

A-02-070-05a(2) **Special Embassy Program (SEP) Files**

Description: a. Policies and Procedures. Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-99-16, item 8a(2)

Date Edited: 1/17/2018

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A-02-070-05b(1)	Special Embassy Program (SEP) Files
Description:	b. Post Files. Documents reflect establishment of positions, proposals for approval of US Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence. (1) Recordkeeping copy (paper).
Disposition:	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-16, item 8b(1) Date Edited: 1/17/2018

A-02-070-05b(2)	Special Embassy Program (SEP) Files
Description:	b. Post Files. Documents reflect establishment of positions, proposals for approval of US Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-99-16, item 8b(2) Date Edited: 1/17/2018

A-02-070-05c(1)	Special Embassy Program (SEP) Files
Description:	c. General Issues. Included are e-mail messages, telegrams and memorandums on the establishment of positions, increased staffing levels, proposals for staffing positions and related correspondence. (1) Recordkeeping copy (paper)
Disposition:	Permanent. Transfer to the RSC when three years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-16, item 8c(1) Date Edited: 1/17/2018

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A-02-070-06c	Accountability Review Board (ARB) Implementation Files
Description:	Contain files that document the implementation of recommendations made by the ARB, including action memos, correspondence, emails, policy papers, and reports to senior officials.
Disposition:	Permanent. Cut off at closure of all recommendations from ARB report. Retire to RSC five years after cutoff. Transfer to the National Archives 25 years after cutoff.
DispAuthNo:	DAA-0059-2015-0015-0005
Date Edited:	1/17/2018
A-02-070-07	Rightsizing Reviews
Description:	Contain information on USG direct hire positions overseas on a country, regional and worldwide basis, based on Rightsizing analysis. Posts receive a review every five years. Provides staffing recommendations and guidance to missions related to the strategic objectives, security, and financial cost of sustaining a USG presence abroad.
Disposition:	Temporary. Cutoff when review is finalized. Destroy 10 years after cutoff or five years after publication of the next review, whichever is sooner. (Supersedes N1-059-99-16, item 10)
DispAuthNo:	DAA-0059-2015-0015-0006
Date Edited:	1/17/2018
A-02-070-08	State Database
Description:	This system contains data on each American full-time position in the State Department on a worldwide basis. M/P uses this data to monitor and count the movement of positions within the Department over periods of time and provide actual and authorized position strength. Data includes the position ID number, appropriation code, office code, funding code, fiscal year, allotment code, occupation position title, grade level, type of position and skill code.
Disposition:	Temporary. Delete information when obsolete or no longer needed. (N1-059-88-11, item 1)
DispAuthNo:	N1-059-99-16, item 11
Date Edited:	1/17/2018
A-02-070-09	Information Requests from Other Bureaus or Offices
Description:	Contain materials created or used to fulfill information requests or facilitate final decisions, actions, products, or policies for offices outside of M/PRI. Documentation of the official policy development, action, or decision making is retained by offices outside of M/PRI. This includes, but is not limited to, Congressional liaison requests and press guidance.
Disposition:	Temporary. Cut off at the end of calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is later.
DispAuthNo:	DAA-0059-2015-0015-0013
Date Edited:	1/17/2018

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A-02-070-10 DS-1670, Request for Position Data Action Files

Description: Arranged by bureau. Data reflects American full-time positions in the State Department on a worldwide basis. These forms are the source for information in State Database.

Disposition: Destroy when five years old.

DispAuthNo: N1-059-99-16, item 12

Date Edited: 6/11/2007

A-02-070-11 National Security Decision Directive (NSDD) 38 Case Files

Description: Contain case files arranged by agency, activity, region, and country. Records concern coordination with other agencies, Department of Defense (DOD) and Department of State bureaus and missions to assess the resources, security, and strategic goals related to placing U.S. Government personnel abroad, including managing requests by U.S. Government agencies for additions, deletions, and changes to their staffing overseas. Documentation may include, but is not limited to, memoranda, cables, and correspondence covering appeals and funding of positions; policies and procedures, guidelines, reports and briefings on issues such as staffing and reporting of overseas positions and station closings, intelligence community issues, talking points, overseas staffing proposals, restructuring initiatives, annual reports, and working group documents.

Disposition: Permanent. Cut off in the year approved, disapproved, or when case is closed. Retire to the RSC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff. (Supersedes N1-059-99-16, item 6a, N1-059-99-16, item 6b, N1-059-99-16, item 7a1, N1-059-99-16, item 7a2, N1-059-99-16, item 7b1, N1-059-99-16, item 7b2, N1-059-99-16, item 7c1, and N1-059-99-16, item 7c2)

DispAuthNo: DAA-0059-2015-0015-0011

Date Edited: 1/17/2018

A-02-070-12 M/PRI Working Files

Description: Contain drafts and copies used for reference and/or created to produce official project or program files or final products within the office. This documentation includes, but is not limited to, correspondence, notes, background information, memos, and recommendations. Excluded from this item are records or final products incorporated into official files and all records associated with Accountability Review Boards.

Disposition: Temporary. Destroy when final product or program or project file has been created, disseminated, and/or approved or when no longer needed for reference, whichever is later.

DispAuthNo: DAA-0059-2015-0015-0012

Date Edited: 1/17/2018

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A-02-070-13 eCountry Clearance System (eCC)

Description: eCC is an electronic information system that provides for on-line submission and processing of unclassified country clearance requests for travelers from any approved US Government agency or organization who are traveling abroad on US Government business. Country clearance requests are initiated by either the traveler or the sponsoring agency. Department employees access eCC using OpenNet (Intranet), and other agency employees have access world-wide on the Internet. eCC provides a variety of activity-based queries and reports. The application was launched in 2007.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 11/16/2009

A-02-070-13a eCountry Clearance System (eCC)

Description: a. Master File

eCC contains travel request data for individuals, both Government employees and contractors, who are traveling to a post on official US Government business. Data includes travel itinerary, basic information about the traveler (name, agency, contact information, employment type, country of birth, emergency contact, passport type, number and country, and clearance level); travel dates; destination and transit countries; purpose of travel; mode of travel; point of contact at post; assistance required; and accommodations. The system also includes reference data on all available countries and posts worldwide to assist the requester and/or traveler in preparing for the trip. This data is updated as needed by post administrators. eCC does not contain superseded data or classified information. Classified country clearance requests are sent by cable.

Disposition: TEMPORARY. Delete or destroy when 5 years old.

DispAuthNo: DAA-0059-2011-0017-0001

Date Edited: 1/20/2012

A-02-070-13b eCountry Clearance System (eCC) - Intermediary Records

Description: The principal output of the system is a formatted email message to the post and other authorized recipients containing the request data. Upon final action, requesters receive a confirmation message with any additional information post approvers may add (e.g., hotel reservations, control officers, etc.). On-demand reports are available to authorized users (e.g., Visitors List, Country Clearance Requests Counts by Status, and Approved Visitors Count by Agency/Month).

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G

Date Edited: 1/17/2018

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A-02-070-13c	eCountry Clearance System (eCC)
Description:	c. Documentation The system contains a robust help system that can be found on each page of eCC. The help information is also available in PDF format on the Welcome screen.
Disposition:	TEMPORARY. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).
DispAuthNo:	GRS 3.1, item 051 Date Edited: 3/31/2015

A-02-070-13d	eCountry Clearance System (eCC)
Description:	d. Backups The eCC database is backed up regularly to an enterprise-class archival system (Tivoli) for near instantaneous retrieval, as well as long-term storage to tape.
Disposition:	Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file.(Supersedes GRS 20, item 8b).
DispAuthNo:	GRS 3.2, item 051 Date Edited: 3/31/2015

A-02-070-14	Greening Diplomacy Initiative Files
Description:	Contain documentation of internal and external efforts to improve the Department's environmental footprint and increase efficiencies. Files may contain memos, correspondence, event files, documents related to grants, reports to GAO, Congress, and the White House, and briefing checklists.
Disposition:	Temporary. Cutoff at end of the year. Maintain in central files. Destroy 5 year(s) after cutoff.
DispAuthNo:	DAA-0059-2015-0015-0007 Date Edited: 1/17/2018

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A-02-070-15a	Executive Board Files When the Office Is the Executive Secretariat
Description:	Contain documentation of Department or interagency committees, working groups or other subgroups for which the office is the Executive Secretariat. The subject matter of these files may include, but is not limited to, the Regional Initiatives Council and the Application Data Coordination Working Group. Documentation may include, but is not limited to, meeting minutes, reports, correspondence, briefing materials, policies, standards, and agreements.
Disposition:	Permanent. Cutoff the end of the calendar year. Retire to RSC 5 years after cutoff or when no longer needed, whichever is later. Transfer to the National Archives when 25 years old.
DispAuthNo:	DAA-0059-2015-0015-0008 Date Edited: 1/17/2018
A-02-070-15b	Executive Board Files When the Office Is Not the Executive Secretariat
Description:	Contain documentation of Department or interagency committees, working groups or other subgroups for which the office is not the Executive Secretariat. Documents may include, but are not limited to, correspondence, meeting notes, reports, policies, standards, and agreements.
Disposition:	Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is later.
DispAuthNo:	DAA-0059-2015-0015-0009 Date Edited: 1/17/2018
A-02-070-16	Vital Presence Validation Process Country Files
Description:	Contain documentation of the process of weighing the needs of U.S. government policy against the risks facing U.S. government personnel, and considering whether adjustments to the U.S. government presence must be made. Arranged by country. Files include memos, reports, analyses and other related information.
Disposition:	Permanent. Cutoff annually. Retire to RSC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff.
DispAuthNo:	DAA-0059-2015-0015-0010 Date Edited: 1/17/2018

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Under Secretary for Arms Control and International Security Affairs

A-02-080-01a	Subject File - Arrange by TAGS and Terms
Description:	a. Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, logs, meeting agendas and minutes, memorandums of conversation, minutes, prepared statements, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, technology, and trips.
Disposition:	Permanent. Close at end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-059-90-22, item 1)
DispAuthNo:	N1-059-01-07, item 1a
	Date Edited: 1/22/2002
A-02-080-01b	Subject File - Arrange by TAGS and Terms.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-07, item 1b
	Date Edited: 1/22/2002
A-02-080-02a	Country File - Arrange by country names
Description:	a. Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, memorandums, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, science, space affairs, and technology.
Disposition:	Permanent. Close at end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-059-90-22, item 2)
DispAuthNo:	N1-059-01-07, item 2a
	Date Edited: 1/22/2002
A-02-080-02b	Country File - Arrange by country names.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-07, item 2b
	Date Edited: 1/22/2002

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A-02-080-03a	Chronological File
Description:	a. Action memorandums, briefing memorandums, correspondence, information memorandums, memorandums of conversation, reports, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, science, security assistance, space affairs, and technology.
Disposition:	Permanent. Close at end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-059-90-22, item 3)
DispAuthNo:	N1-059-01-07, item 3a
	Date Edited: 1/22/2002

A-02-080-03b	Chronological File.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-07, item 3b
	Date Edited: 1/22/2002

A-02-080-04a	Speech and Testimony File - Arrange Chronologically.
Description:	a. File contains speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.
Disposition:	PERMANENT: Hold in current file area and retire to the Records Service Center at the end of the Under Secretary tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-01-07, item 4a
	Date Edited: 1/22/2002

A-02-080-04b	Speech and Testimony File - Arrange Chronologically.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-07, item 4b
	Date Edited: 1/22/2002

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A-02-080-05a	Weekly Activity Report (WAR) Files.
Description:	a. Official copies of signed weekly reports containing activity updates from each bureau. Arranged in chronological order per calendar year.
Disposition:	PERMANENT: Close at end of calendar year. Hold in current file area or retire to Records Service Center one year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure.
DispAuthNo:	N1-059-01-07, item 5a
	Date Edited: 1/22/2002

A-02-080-05b	Weekly Activity Report (WAR) Files.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-07, item 5b
	Date Edited: 1/22/2002

A-02-080-06a	Appointment Books and Calendars
Description:	a. Appointment books, calendars and daily notes and daily schedules of the Under Secretary.
Disposition:	TEMPORARY: Close at end of calendar year. Hold in current file area until the end of the Under Secretary tenure and then destroy.
DispAuthNo:	N1-059-01-07, item 6a
	Date Edited: 1/23/2002

A-02-080-06b	Appointment Books and Calendars
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-07, item 6b
	Date Edited: 1/23/2002

A-02-080-07	Tasker Log
Description:	This system is used to track actions that are tasked by the Under Secretary office to other offices. It includes fields for, among other things, bureau, type of tasker, classification level, subject, due date, tasked by, tasked to, comments, status, creator, and clearance (approvals).
Disposition:	TEMPORARY: Delete all closed items at the end of the Under Secretary tenure.
DispAuthNo:	N1-059-01-07, item 7
	Date Edited: 1/23/2002

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A-02-080-08 T Tracking Log

Description: This system is used to track documents that flow through the Under Secretary office. It includes information such as classification level, from, to, drafter, drafting organization, subject, reviewers, date, and document type.

Disposition: TEMPORARY: Delete entries no longer needed after review at the end of the Under Secretary tenure.

DispAuthNo: N1-059-01-07, item 8

Date Edited: 1/23/2002

A-02-080-09a International Security Advisory Board Meeting Files.

Description: a. International Security Advisory Board (formerly called the Arms Control and Nonproliferation Advisory Board (ACNAB)) membership is composed of eminent scientists and arms control experts, none of whom are current government employees, appointed by the Under Secretary of State for Arms Control, Nonproliferation, and International Security. The Board provides the Under Secretary with analysis and recommendations of the full range of arms control and nonproliferation issues.

Meeting files contain meeting announcements, agendas, minutes, briefing materials, memorandums, notes, reports, telegrams and other documents related to the activities of the ACNAB. Records cover the period from April 1, 1999 to present and consist of a total of approximately six cubic feet. Files are arranged chronologically and accumulate at a rate of about four cubic feet per year.

Disposition: PERMANENT: Close at the end of calendar year. Hold in current file area 1 year after date of closure and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-01-07, item 9a

Date Edited: 1/23/2002

A-02-080-09b International Security Advisory Board Meeting Files

Description: b. Electronic copies created on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete when recordkeeping copy has been produced or when no longer needed, whichever is soonest.

DispAuthNo: N1-059-01-07, item 9b

Date Edited: 1/23/2002

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The Counselor

A-02-100-01 Subject Files

Description: Arranged by subject. Memoranda, memoranda of conversation, reports, correspondence, notes, chits, briefing memoranda, action memoranda, information memoranda, telegrams, airgrams, drafts, briefing books, clippings, statements, agendas, and other material. Records relate to the activities, responsibilities, and interests of the Counselor. Included are files on trips and meetings.

Disposition: Permanent. Cut off at end of tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when five years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-059-91-05, item 1 **Date Edited:** 12/13/2000

A-02-100-02 Country Files

Description: Arranged by name of country. Memoranda, memoranda of conversation, action memoranda, briefing memoranda, information memoranda, telegrams, airgrams, reports, correspondence, statements, briefing papers, publications, notes, drafts, chits, and other material. Records relate to activities, responsibilities, and interests of the Counselor as they relate to specific countries.

Disposition: Permanent. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when five years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-059-91-05, item 2 **Date Edited:** 12/13/2000

A-02-100-03 Chronological Files

Description: Arranged Chronologically. Memoranda, memoranda of conversation, action memoranda, briefing memoranda, information memoranda, reports, correspondence, notes, telegrams, airgrams, statements, chits, and other material. Records cover the activities, responsibilities, and interests of the Counselor.

Disposition: Permanent. Cut off at end of tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when five years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-059-91-05, item 3 **Date Edited:** 12/13/2000

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Office to Monitor and Combat Trafficking-in-Persons (G/TIP)

A-02-102-01 Country Files

Description: Maintained to prepare Congressionally required annual report. Arranged chronologically. The file includes memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to Trafficking-in-People in individual countries. File contains government and open-source materials as well as classified and unclassified material.

Disposition: PERMANENT. Cut off annually. Retire to the Records Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-06-03, item 1 **Date Edited:** 11/17/2008

A-02-102-02 Senior Coordinator Reference File

Description: Duplicate copies of selected documents used by the senior coordinator to monitor the progress of each year annual report. Filed by country.

Disposition: TEMPORARY. Retain for 1 year after reporting period ends. Compare to country file and transfer those documents not in country file and then destroy remaining documents.

DispAuthNo: N1-059-06-03, item 2 **Date Edited:** 11/17/2008

A-02-102-03 Congressional Liaison Files

Description: Arranged either by Congressional Hearings or by other subject. File contains briefing books, correspondence, and all other documents prepared for Congress. Includes both presentation materials and correspondence between office staff and members and/or committees.

Disposition: PERMANENT. Cut off annually. Retire to the Records Service Center (RSC) when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-06-03, item 3 **Date Edited:** 11/17/2008

A-02-102-04 Program Files

Description: Maintained to determine eligibility of program for U.S. assistance and inclusion in federal foreign assistance programs. The file includes memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to U.S. Government assistance programs. File contains government and open-source materials as well as classified and unclassified material.

Disposition: PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-06-03, item 4 **Date Edited:** 11/17/2008

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A-02-102-05a	Annual Reports/Publications
Description:	a. Record copy of interim reports when required and annual report submitted to Congress. Other reports or publications prepared by the Office to Combat Trafficking.
Disposition:	PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-06-03, item 5a
	Date Edited: 11/17/2008

A-02-102-05b	Annual Reports/Publications
Description:	b. Supplemental copies of reports and publications.
Disposition:	TEMPORARY. Retain for 3 years then destroy.
DispAuthNo:	N1-059-06-03, item 5b
	Date Edited: 11/17/2008

A-02-102-06a	Electronic Mail and Word Processing System Copies
Description:	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.
Disposition:	TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.
DispAuthNo:	N1-059-06-03, item 6a
	Date Edited: 11/17/2008

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Chapter 02: Principal Officers

Special Envoys and Special Representatives (S)

A-02-104-01 **Records of Special Envoys and Special Representatives**

Description: The mission of a Special Envoy and Special Representative is to serve for a particular purpose, such as the conduct of special negotiations and/or attendance at world events such as coronations, inaugurations, and other state ceremonies of special importance. The designation is temporary and the Special Envoy or Special Representative advances the President and the Secretary foreign policy objectives. The tasks usually involve planning and consulting with the parties on a particular issue and to specifically review, analyze, and recommend ways to accomplish a particular objective. Files contain documents, policy papers, strategic plans, discussion files, briefing books and reports, Summary Reports to Secretary of State, trip reports, agreements, cables, emails, memoranda, and intelligence reference books. The files also include those of the Staff Director and staff members domestically and from posts overseas. Files are arranged by subject and cover the duration of the mission of the Special Envoy. The period covered is specified in the retirement documents.

Disposition: PERMANENT. Cutoff at the conclusion of the envoy or representative activities and retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-09-43, item 1

Date Edited: 1/3/2012
