

U.S. Department of State Records Schedule

Chapter 21: Geographic Area Affairs Records

A-21-010-03b	Staff Assistants Files
Description:	b. Chronological Files. Arranged by month. Pending and completed tasks, copies of telegrams which are cleared on by the Front Office, special caption documents and channel messages, papers on specific events, i.e. visits, briefings, etc., copies of policy papers and other documentation which are controlled by or of interest to the Front Office.
Disposition:	Temporary. Destroy when 3 months old.
DispAuthNo:	N1-059-93-18, item 3b
	Date Edited: 3/1/2019

A-21-010-04	Top Secret Documents
Description:	
Disposition:	Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old. Transfer to the WNRC when 6 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-18, item 4
	Date Edited: 4/1/1999

A-21-010-05	NODIS, EXDIS, and Roger Channel Messages
Description:	
Disposition:	Temporary. Destroy when no longer needed and inform S/S. Do not retire.
DispAuthNo:	N1-059-93-18, item 5
	Date Edited: 3/1/2019

A-21-010-06a	Working Files - Rough notes or drafts, calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents
Description:	a. Drafts which form an integral part of the finished project or show changes of policy.
Disposition:	Temporary. Remove and place in official file along with other documentation.
DispAuthNo:	N1-059-93-18, item 6a
	Date Edited: 3/1/2019

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A-21-010-06b **Working Files - Rough notes or drafts, calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents**

Description: b. Calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: N1-059-93-18, item 6b

Date Edited: 3/1/2019

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African Affairs-Office of the Executive Director

A-21-011-01a	Executive Director Files
Description:	a. Subject Files. Telegrams, memorandums, decision papers, minutes of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	N1-059-93-22, item 1a
	Date Edited: 3/1/2019
A-21-011-01b	Executive Director Files
Description:	b. Ambassador Absences Files. Arranged by alphabetical order by post. Telegrams to and from posts regarding ambassador absences and who is to be left in charge.
Disposition:	Temporary. Screen periodically and destroy documents no longer current.
DispAuthNo:	N1-059-93-22, item 1b
	Date Edited: 3/1/2019
A-21-011-01c	Executive Director Files
Description:	c. Chronological Files. Extra copies of communications of all types, arranged chronologically. The official communications are filed in subject file.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	N1-059-93-22, item 1c
	Date Edited: 3/1/2019
A-21-011-02a	Management Analysis Files
Description:	Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies. a. Mission Program Plans. Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5-year reports.
Disposition:	Permanent. Retire to RSC when 5 years old. Transfer to the WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks
DispAuthNo:	N1-059-93-22, item 2a
	Date Edited: 4/1/1999

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A-21-011-02b Management Analysis Files

Description: Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies. Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5-year reports.

b. All Other Files. Inspections, guidelines, work requirements, questionnaire/responses, surveys, cost analyses, telegrams, background material and studies used to make evaluations of post for entrance into the small embassy/consulate program, to justify country or regional programs and projects, etc.

Disposition: Temporary. Destroy when 3 years old.

DispAuthNo: N1-059-93-22, item 2b

Date Edited: 3/1/2019

A-21-011-03a Post Management Officers Files - Arranged by TAGS and Terms

Description: Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

a. Precedent Setting Cases.

Disposition: Temporary. Retain until no longer needed.

DispAuthNo: N1-059-93-22, item 3a

Date Edited: 3/1/2019

A-21-011-03b Post Management Officers Files - Arranged by TAGS and Terms

Description: Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

b. All Other Cases.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: N1-059-93-22, item 3b

Date Edited: 3/1/2019

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A-21-012-01c	Country/Subject Files (dated 1990 and forward) - Arranged by country, thereunder by subject and/or organization
Description:	Telegrams, airgrams, memorandums (action, briefing, information, etc.) reports, notes, correspondence, official-informal, policy papers, guidance, biographical information, memorandums of conversation, drafts, speeches or statements, news articles and releases, briefing papers, facsimiles, intelligence assessments and other material relating to the general conduct of U.S. foreign relations within the countries assigned to each officer. All records are covered regardless of where they are located. c. Special Collections. Briefing books and files retained when the corresponding block is retired. The date range of the material will vary because their active use extends beyond 3 years.
Disposition:	Permanent. Retire immediately when no longer of use in office for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-23, item 1c Date Edited: 4/1/1999
A-21-012-02a	Task Force/Working Group Files
Description:	Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents. a. Operations Center Task Force/Working Group.
Disposition:	Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.
DispAuthNo:	N1-059-93-23, item 2a Date Edited: 3/1/2019
A-21-012-02b	Task Force/Working Group Files
Description:	Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents. b. Bureau Level Task Force/Working Group.
Disposition:	Permanent. Retire to RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-23, item 2b Date Edited: 4/1/1999

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A-21-012-03a	Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions
Description:	a. Briefings Books for Secretary of State.
Disposition:	Temporary. Destroy when 3 years old. The record copy is retained by S/S.
DispAuthNo:	N1-059-93-23, item 3a
	Date Edited: 3/1/2019

A-21-012-03b(1)	Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions
Description:	b. Other briefing books , including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and Codels. (1) Master.
Disposition:	Permanent. When 3 years old, transfer to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-93-23, item 3b(1)
	Date Edited: 4/1/1999

A-21-012-03b(2)	Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions
Description:	b. Other briefing books, including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and Codels. (2) Copies.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	N1-059-93-23, item 3b(2)
	Date Edited: 3/1/2019

A-21-012-04a	Biographic Files - Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.
Description:	a. Information duplicated in INR.
Disposition:	Temporary. Review annually, destroy if no longer needed.
DispAuthNo:	N1-059-93-23, item 4a
	Date Edited: 3/1/2019

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A-21-012-04b **Biographic Files - Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.**

Description: b. Unique information not duplicated in INR.

Disposition: Temporary. Review annually, offer to INR/B.

DispAuthNo: N1-059-93-23, item 4b

Date Edited: 3/1/2019

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A-21-013-01c	Program Subject Files (dated 1990 and forward) - Arranged by TAGS and Terms
Description:	Grouped by subject and/or organization according to how assignments are made to individual officers. Thereunder arranged by subject, committee or country as is appropriate. Subjects include, but are not limited to, labor, democracy, narcotics, refugees, human rights, AIDS, political/military, security assistance, UN, OAU, NAM. Guidance and briefing materials, telegrams, correspondence, research papers, reports, memorandums, intelligence assessments, speeches, press conference and summaries, issue papers, logs, project evaluations, proposals, concept papers, policy/position papers, documents of international organizations, minutes of meetings and other documents relating to regional issues and concerns that are of interest and importance to the U.S. or region. c. All Other Files.
Disposition:	Temporary. Block by year. Destroy when 3 years old at the time the program files are retired
DispAuthNo:	N1-059-93-19, item 1c
Date Edited:	3/1/2019
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A-21-013-02	Chronological File
Description:	Extra copies of outgoing communications of all types, arranged chronologically without regard to the subject. The official copy of the communications is filed in the subject program file.
Disposition:	Temporary. Destroy when 1 year old, or sooner.
DispAuthNo:	N1-059-93-19, item 2
Date Edited:	3/1/2019
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A-21-013-03	Political/Military Survey and Reports File
Description:	A reference file of surveys and reports done by U.S. Government (military) for other countries. Arranged by country.
Disposition:	Temporary. Destroy when no longer needed for operations.
DispAuthNo:	N1-059-93-19, item 3
Date Edited:	3/1/2019
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African Affairs-Public Affairs Staff

A-21-014-01	Africa U.S. Press
Description:	Summaries of daily newspaper clippings from U.S. newspapers which are circulated throughout the AF Bureau and AF foreign service posts.
Disposition:	Temporary. Destroy when 4 months old.
DispAuthNo:	N1-059-93-20, item 1
Date Edited:	3/1/2019
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A-21-014-02	Press Guidance File - Arranged by country and date
Description:	Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.
Disposition:	Temporary. Destroy when 1-1/2 years old.
DispAuthNo:	N1-059-93-20, item 2
Date Edited:	3/1/2019
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A-21-014-03	Speeches by the AF Assistant Secretary
Description:	Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on site during visits to other countries.
Disposition:	Permanent. Cut off at the end of the incumbent tenure. Retire to the RSC immediately. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-93-20, item 3
Date Edited:	4/1/1999
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A-21-014-04	Speeches by Principal Deputy Assistant Secretary and Deputy Assistant Secretaries and various other individuals
Description:	Speeches, statements, press conferences by above named principals and various individuals – Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.
Disposition:	Temporary. Destroy when no longer needed for reference.
DispAuthNo:	N1-059-93-20, item 4
Date Edited:	3/1/2019
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A-21-014-05	Investment Climate Report
Description:	Data obtained from the Foreign Economic Trends (Commerce Department publication) and published annually for the Trends Investment Conference. No new information is added to it.
Disposition:	Temporary. Destroy when superseded or when no longer needed in current operations.
DispAuthNo:	N1-059-93-20, item 5
Date Edited:	3/1/2019

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A-21-014-06	Speaker Bio Files
Description:	Biographic data on Bureau principals which is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.
Disposition:	Temporary. Destroy when superseded or when tenure of principal is terminated.
DispAuthNo:	N1-059-93-20, item 7
	Date Edited: 3/1/2019
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A-21-014-07	South African General Files
Description:	Collection of notebooks containing reference documents on South Africa, i.e. speeches, reports, press conferences, articles from publications, briefing and background papers, Qs and As, presidential actions, etc.
Disposition:	Temporary. Destroy when no longer needed for current operations.
DispAuthNo:	N1-059-93-20, item 8
	Date Edited: 3/1/2019
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A-21-014-08	Compiled articles from four magazines which were distributed throughout the bureau.
Description:	
Disposition:	Temporary. Destroy when no longer needed.
DispAuthNo:	N1-059-93-20, item 9
	Date Edited: 3/1/2019
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European and Canadian Affairs-Office of the Assistant Secretary

A-21-020-01 Soviet and Eastern European Exchange Files

Description: Correspondence, memorandums, memorandums of conversation, airgrams, telegrams, notes, speeches, newspaper clippings, press releases, biographic information, and other papers on each exchange between the United States and Soviet and Eastern European countries in the fields of culture, education, science, and industry.

Disposition: Temporary. Destroy when 5 years old.

DispAuthNo: NC1-059-77-07, item 1 **Date Edited:** 3/1/2019

A-21-020-02 Consular Issues Files

Description: Consists of correspondence on consular services provided by the Department on the following issues: welfare and whereabouts of American citizens, assistance to American citizens, representation list cases, expatriate files, arrests, deportations, death cases, property claims cases, and US/Soviet correspondents visa case files.

Disposition: Temporary. Retire to RSC 3 years after close of case. Destroy 5 years after close of case.

DispAuthNo: NC1-059-85-04, item 1 **Date Edited:** 3/1/2019

A-21-020-03 Resolved and Inactive Emigration Cases

Description: Consists of telegrams, airgrams and correspondence covering emigrant visa requests from Soviet citizens, requests and arrangements for CODEL visits to Soviet Union and issuance and denial of visa requests for US couriers to Soviet Union.

Disposition: Temporary. Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: NC1-059-85-04, item 2 **Date Edited:** 3/1/2019

A-21-020-04 Binational Marriage Case Files

Description: Consists of telegrams, airgrams and correspondence requesting marriage licenses and visas for Soviets married to Amcits.

Disposition: Temporary. Retire to RSC 3 years after close of case. Destroy 5 years after close of case.

DispAuthNo: NC1-059-85-04, item 3 **Date Edited:** 8/4/2019

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A-21-020-05	Inter-Agency Coordinating Committee on US Soviet Relations (ICCUSA)
Description:	Consists of agreements, background notes, calendars of activities, general correspondence, lists of agreements, memorandums, reports and telegrams. Relates to activities, agencies represented, Congressional oversight hearings, contacts, guidelines, meeting agendas, meeting proceedings, minutes, organization, overviews, participants, pre-meetings, press and public inquiries, press clippings, records of meetings, and talking points. Documents ICCUSA responsibilities of monitoring and coordinating mechanisms of U.S. Government activities and interests to provide a comprehensive picture of all affairs with the Soviet Union.
Disposition:	Permanent. Break file annually. Retire to RSC after 5 years. Transfer to WNRC after 7 years. Transfer to NARA after 30 years.
DispAuthNo:	N1-353-87-01, item 1
	Date Edited: 4/1/1999

A-21-020-06	Berlin Desk Files - Political Subject Files
Description:	Arranged by subject. Consists of copies of memoranda, correspondence, telegrams, speeches, official-informal, memoranda of conversations, briefing papers, position papers, press releases, issues and activities in Berlin.
Disposition:	Permanent. Cutoff at the end of the calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-91-27, item 1
	Date Edited: 4/1/1999

A-21-020-10a(1)	Assistant Secretary Files.
Description:	Official Files. Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are letters, memorandums, telegrams, speeches, minutes of staff meetings, and other reports and materials relating to the Bureau mission.
Disposition:	PERMANENT: Cut off annually. Transfer to RSC for transfer to WNRC when 3 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-02, item 1a(1)
	Date Edited: 12/21/2001

A-21-020-10b(1)	Assistant Secretary Files.
Description:	Official Files. Calendar-Appointment Book. List of appointments and meetings. No substantive information recorded.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	N1-059-99-02, item 1b(1)
	Date Edited: 3/1/2019

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A-21-020-11a	Deputy Assistant Secretary Files.
Description:	Official Files. Included are letters, memorandums, telegrams, speeches, minutes of staff meetings, and other reports and materials relating to the Bureau mission.
Disposition:	Temporary. Block files by year. Destroy when 3 years old.
DispAuthNo:	N1-059-99-02, item 2a
	Date Edited: 3/1/2019

A-21-020-12a	Assistant Secretary Daily Activity Reports.
Description:	Official Files. Daily activity reports prepared for the Assistant Secretary and compiled from input by all component offices within the bureau.
Disposition:	PERMANENT: Block files by calendar year. Transfer to the RSC when 3 years old for transfer to WNRC. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-059-99-02, item 3a
	Date Edited: 12/26/2001

A-21-020-13a	Staff Assistant Files.
Description:	Official Files. Copies of telegrams, action memorandums, briefing and congressional materials requiring attention of the Assistant Secretary.
Disposition:	Temporary. Transfer to the RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	
	Date Edited: 3/1/2019

A-21-020-13c	Staff Assistant Files.
Description:	Top Secret Documents.
Disposition:	PERMANENT: Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-02, item 4c
	Date Edited: 12/26/2001

A-21-020-13d	Staff Assistant Files.
Description:	NODIS, EXDIS, and Roger Channel Messages.
Disposition:	Temporary. Destroy when no longer needed and inform S/S. Do not retire.
DispAuthNo:	N1-059-99-02, item 4d
	Date Edited: 3/1/2019

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A-21-020-14 **Chronological Files.**

Description: Extra copies of documents of incoming and out going correspondence and communications of all types, arranged chronologically without regard to subject.

Disposition: Temporary. Cut off annually. Destroy when 1 year old or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-99-02, item 5 **Date Edited:** 3/1/2019

A-21-020-15a **Special Collections.**

Description: Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums, and related material.

Disposition: PERMANENT: Transfer to RSC for transfer to WNRC when 10 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-02, item 6a **Date Edited:** 12/26/2001

A-21-020-16a(1) **Briefing Books.**

Description: Master Set. Official Files. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.

Disposition: PERMANENT: Transfer to RSC for transfer to WNRC when 5 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-02, item 7a(1) **Date Edited:** 12/26/2001

A-21-020-16b(1) **Briefing Books.**

Description: Duplicate set. Official Files.

Disposition: Temporary. Destroy when 1 year old or sooner if no longer needed for current operation.

DispAuthNo: N1-059-99-02, item 7b(1) **Date Edited:** 3/1/2019

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European and Canadian Affairs-Office of the Executive Director

A-21-021-01a(1) **Office of the Executive Director--Executive Director Files**

Description: Official Files. Subject Files. General correspondence, telegrams, memorandums, decision papers, minute of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.

Disposition: Temporary. Cut off annually. Destroy when 3 years old.

DispAuthNo: N1-059-99-03, item 1a(1) **Date Edited:** 3/1/2019

A-21-021-01b(1) **Executive Director Files.**

Description: Official Files. Ambassador Absences Files. Arranged alphabetically by post. Telegrams to and from posts regarding the ambassador absences and who is left in charge.

Disposition: Temporary. Screen periodically and destroy documents when no longer current.

DispAuthNo: N1-059-99-03, item 1b(1) **Date Edited:** 3/1/2019

A-21-021-01c **Executive Director Files.**

Description: Chronological Files. Extra copies of communications arranged chronologically. The official communications are filed in the subject file.

Disposition: Temporary. Cut off annually. Destroy when 1 year old.

DispAuthNo: N1-059-99-03, item 1c **Date Edited:** 3/1/2019

A-21-021-02a **Budget Section (FAAS Files).**

Description: Official Files. Documents reflect agency reimbursements for operating expenses at posts. Included are telegrams, e-mail, memoranda, printouts, etc.

Disposition: Temporary. Cut off annually. Destroy when 3 years old.

DispAuthNo: N1-059-99-03, item 2a **Date Edited:** 3/1/2019

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A-21-021-03a	Post Budget Files.
Description:	Official Files. Subject files arranged by post covering budget operations, issues, and projects at posts. Included are telegrams, e-mail, reports and other related documents.
Disposition:	Temporary. Cut off annually. Destroy when 2 years old.
DispAuthNo:	N1-059-99-03, item 3a
	Date Edited: 3/1/2019

A-21-021-04a	Mission Program Plans.
Description:	Official Files. Arranged alphabetically by post. Contains background data and post profiles.
Disposition:	PERMANENT: Cut off annually. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-059-99-03, item 4(1)
	Date Edited: 12/26/2001

A-21-021-05a	FASCELL Fellowship Files.
Description:	Official Files. Arranged by country and name of fellow. Contains personnel actions, SF-171s, telegrams, e-mail, earning and leave statements, vouchers, memoranda, travel invoices and related documents.
Disposition:	Temporary. Destroy 3 years after case is closed.
DispAuthNo:	N1-059-99-03, item 5a
	Date Edited: 3/1/2019

A-21-021-06a	Post Management Officers Files.
Description:	Official Files. Arranged by subject. Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.
Disposition:	Temporary. Cut off annually. Destroy when 5 years old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-99-03, item 6a
	Date Edited: 3/1/2019

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A-21-021-07 Electronic Merit Based Compensation (eMBC)

Description: eMBC is a performance evaluation application that enables supervisors and their respective employees to input relevant data to plan, review and approve an employee's annual performance online. The intended use(s) for the information are setting annual goals for LES at Post and performing a mid-term and end-of-year evaluation on how these goals have been met.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 4/29/2016

A-21-021-07a Master File

Description: Master file is an SQL database consisting of a series of tables in which a supervisor and/or their respective employees enter his/her data to construct an employee's annual performance plan, mid-year review and final performance rating. Access is limited to the supervisor, his/her respective employees for his/her information exclusively, Senior HR officers and Senior HR assistants at Post. These tables contain data elements related to the employee, to include full name, position title, rating period, grade, development grade, post and agency, narrative input and signatures by the supervisor and/or employee related to employee's annual work plan: (performance criteria: [Continuing responsibilities, specific objectives and competencies, percentage of importance assigned to performance criterion, end of year rating results and number of points earned] in addition to universal job elements [interpersonal skills, other duties as assigned and supervision]); justification statement; performance review; development plan; development activities; and mid-year discussion.

Disposition: Temporary. Cut off at the end of rating period. Destroy/delete 1 year after the date of separation, transfer, or death of employee.

DispAuthNo: DAA-0059-2015-0014-0001

Date Edited: 4/29/2016

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A-21-021-07b Intermediary Records

Description: Electronic Merit Based Compensation (eMBC) is an application that connects to Active Directory and collects the user's first/last name and DoS Email address using Lightweight Directory Access Protocol (LDAP) queries to Active Directory. The supervisor and/or the respective employee enter relative data into the data tables of the database. Records include:

Hard copy and electronic input documents or forms designed and used solely to create update or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in NARA-approved agency records schedule. Also includes adhoc reports output for reference purposes or to meet day-to-day business needs.

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:** 9/28/2017

A-21-021-07d Documentation

Description: eMBC relies on OpenNet approved technologies and utilizes Active Directory single-sign on. Additional security is ensured by assigning user accounts to Active Directory groups and, depending on this group membership, the application determines levels of user access. The web interface is presented to the user by Internet Information Server (a component of Microsoft Windows Server).

Disposition: Temporary. Destroy when eMBC is terminated or the associated data is migrated to a successor system.

DispAuthNo: DAA-GRS-2013-0005-0003, it **Date Edited:** 4/29/2016

A-21-021-07e Backups

Description: Snapshots of the database are taken every 3 hours; in addition the database is backed up daily.

Disposition: Temporary. Destroy 60 days after subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: DAA-GRS-2013-0006-0008, it **Date Edited:** 4/29/2016

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Chapter 21: Geographic Area Affairs Records

Office of Policy and Public Affairs

A-21-022-01a	Office of Policy and Public Affairs. Country Files.
Description:	Official Files. Documents reflect activities and issues related to a specific country. Included are background notes, press articles, post correspondence, general correspondence, and other related material.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	N1-059-99-04, item 1a
Date Edited:	3/1/2019
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A-21-022-02a	Subject Files.
Description:	Official Files. Consist of press articles, background notes, reports, White House statements, speeches and other related documents on press issues.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	N1-059-99-04, item 2a
Date Edited:	3/1/2019
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A-21-022-03a	European U.S. Press.
Description:	Official Files. Summaries of daily newspaper clippings from U.S. newspapers that are circulated throughout the EUR Bureau and Foreign Service posts.
Disposition:	Temporary. Destroy when 4 months old.
DispAuthNo:	N1-059-99-04, item 3a
Date Edited:	3/1/2019
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A-21-022-04a	Press Guidance Files.
Description:	Official Files. Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	N1-059-99-04, item 4a
Date Edited:	3/1/2019
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Chapter 21: Geographic Area Affairs Records

A-21-022-05a	Assistant Secretary Speeches
Description:	Official Files. Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on-site during visits to other countries.
Disposition:	PERMANENT: Cut off at the end of incumbent tenure. Retire to the RSC immediately for transfer to the WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-04, item 5a
	Date Edited: 12/27/2001
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A-21-022-06a	Speeches (Deputy Assistant Secretary and other individuals)
Description:	Official Files. Speeches, statements, press conferences by above named principals and various individuals: Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.
Disposition:	Temporary. Destroy when no longer needed for reference.
DispAuthNo:	N1-059-99-04, item 6a
	Date Edited: 3/1/2019
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A-21-022-07a	Speaker Bio Files.
Description:	Official Files. Biographic data on Bureau principals that is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.
Disposition:	Temporary. Destroy when superseded or when tenure of principal is terminated.
DispAuthNo:	N1-059-99-04, item 7a
	Date Edited: 3/1/2019
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Chapter 21: Geographic Area Affairs Records

Office of European Security and Political Affairs

A-21-023-01a(1) **Office of European Security and Political Affairs.**

Country/Subject Files.

Description: Official Files. Program Files. Memorandums, telegrams, meetings, negotiations, briefing materials, base agreements, military defense documents, intelligence reports, working group papers, background materials, allied consultations, bilateral and multilateral agreements, position papers, talking points and other material related to the development of U.S. policies on political-military, security, and NATO in Europe.

Disposition: PERMANENT: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-06, item 1a(1) **Date Edited:** 12/27/2001

A-21-023-01b(1) **Country/Subject Files.**

Description: Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: Temporary. Destroy when 3 years old.

DispAuthNo: N1-059-99-06, item 1b(1) **Date Edited:** 3/1/2019

A-21-023-02 **Chronological Files.**

Description: Extra copies of documents of incoming and outgoing correspondence and communications of all types, arranged chronologically without regard to subject.

Disposition: Temporary. Cut off annually. Destroy when 1 year old or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-99-06, item 2 **Date Edited:** 3/1/2019

A-21-023-03a **Special Collections.**

Description: Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.

Disposition: PERMANENT: Transfer to RSC for transfer to WNRC when 10 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-06, item 3a **Date Edited:** 12/27/2001

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Chapter 21: Geographic Area Affairs Records

A-21-023-04a(1) **Briefing Books.**

Description: Official Files. Master Set. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.

Disposition: PERMANENT: Transfer to RSC for transfer to WNRC when 5 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-06, item 4a(1) **Date Edited:** 12/31/2001

A-21-023-04b **Briefing Books.**

Description: Duplicate set.

Disposition: Temporary. Destroy when 1 year old or sooner if no longer needed for current operation.

DispAuthNo: N1-059-99-06, item 4b **Date Edited:** 3/1/2019

A-21-023-05a **Biographic Files.**

Description: Official Files. Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.

Disposition: Temporary. Periodically review and screen file. Offer to INR/B when no longer needed for current operation.

DispAuthNo: N1-059-99-06, item 5a **Date Edited:** 3/1/2019

A-21-023-06a(1) **Task Force/Working Group Files.**

Description: Official Files. 7th Floor Task Force/Working Group. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

Disposition: Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.

DispAuthNo: N1-059-99-06, item 6a(1) **Date Edited:** 3/1/2019

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A-21-023-06b(1) **Task Force/Working Group Files.**

Description: Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other non-substantive information. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-06, item 6b(1) **Date Edited:** 1/2/2002

A-21-023-07a **Negotiating Files.**

Description: Official Files. Includes all files on negotiations of treaties or international agreements, such as the Conventional Forces in Europe (CFE) Treaty, the NATO-Russian Founding Act, and the Organization for Security and Cooperation in Europe (OSCE).

Arranged by subject and country. Telegrams, printouts of e-mails with transmittal data, information memoranda, handwritten notes, action memoranda, speeches, briefing books, U.S. Government position papers, other country position papers, correspondence, drafts of treaties and treaty paragraphs, reports, U.S. Government working group meetings, weekly summaries, press conferences, intelligence reports, and other related documents.

Disposition: PERMANENT: Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-06, item 7(1) **Date Edited:** 1/2/2002

A-21-023-08 **Automated Tracking System Files**

Description: Electronic log used to document the status of correspondence, taskings, or other action items.

Disposition: Temporary. Delete when no longer needed.

DispAuthNo: N1-059-99-06, item 8 **Date Edited:** 3/1/2019

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Chapter 21: Geographic Area Affairs Records

Office of East European Assistance

A-21-024-01a(1) **Office of East European Assistance.**

Country/Subject Files.

Description: Official Files. Information arranged by TAGS/Terms, subject, country, or organization documenting the office guidance and instructions on policy developments.

Disposition: PERMANENT: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-07, item 1a(1) **Date Edited:** 1/2/2002

A-21-024-01b(1) **Country/Subject Files.**

Description: Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: Temporary. Cut off annually. Destroy when 3 years old.

DispAuthNo: N1-059-99-07, item 1b(1) **Date Edited:** 3/1/2019

A-21-024-02 **Chronological Files.**

Description: Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the program file.

Disposition: Temporary. Destroy when 1 year old, or sooner if no longer needed for current operation.

DispAuthNo: N1-059-99-07, item 2 **Date Edited:** 3/1/2019

A-21-024-03a **Special Collections.**

Description: Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.

Disposition: PERMANENT: Transfer to RSC when 10 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-07, item 3a **Date Edited:** 1/2/2002

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A-21-024-04a(1)	Briefing Books.
Description:	Official Files. Master Set. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.
Disposition:	PERMANENT: Transfer to RSC when 5 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-07, item 4a(1)
Date Edited:	1/2/2002

A-21-024-04b	Briefing Books.
Description:	Duplicate Set.
Disposition:	Temporary. Destroy when 1 year old or sooner if no longer needed for current operation.
DispAuthNo:	N1-059-99-07, item 4b
Date Edited:	3/1/2019

A-21-024-05a	Biographic Files.
Description:	Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes Reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.
Disposition:	Temporary. Periodically review and screen file. When no longer needed for current operation offer to INR/B.
DispAuthNo:	N1-059-99-07, item 5a
Date Edited:	3/1/2019

A-21-024-06a	Daily Activity Reports.
Description:	Official Files. Summary of activities/reports generated in-house daily and submitted to the front office.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	N1-059-99-07, item 6a
Date Edited:	3/1/2019

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A-21-024-07a(1) **Task Force/Working Group Files.**

Description: Official Files. 7th Floor Task Force/Working Group. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

Disposition: Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by the Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.

DispAuthNo: N1-059-99-07, item 7a(1) **Date Edited:** 3/1/2019

A-21-024-07b(1) **Task Force/Working Group Files.**

Description: Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-07, item 7b(1) **Date Edited:** 1/3/2002

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Chapter 21: Geographic Area Affairs Records

European and Canadian Affairs-Geographic Offices

A-21-025-01a(1) **Country/Subject Files.**

Description: Official Files. Information arranged by TAGS/Terms, subject, country or organization that documents the office guidance and instructions on policy

Disposition: Temporary. Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for current operation for transfer to WNRC. Destroy when 25 years old.

DispAuthNo: N1-059-99-09, item 1a(1) **Date Edited:** 3/1/2019

A-21-025-01b(1) **Country/Subject Files.**

Description: Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: Temporary. Cut off annually. Destroy when 3 years old.

DispAuthNo: N1-059-99-09, item 1b(1) **Date Edited:** 3/1/2019

A-21-025-02 **Chronological Files.**

Description: Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the program file.

Disposition: Temporary. Destroy when 1 year old, or sooner if no longer needed for current operation.

DispAuthNo: N1-059-99-09, item 2 **Date Edited:** 3/1/2019

A-21-025-03a **Special Collections.**

Description: Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.

Disposition: PERMANENT: Transfer to RSC when 10 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-09, item 3a **Date Edited:** 1/3/2002

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A-21-025-04a(1)	Briefing Books.
Description:	Official Files. Master Set. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.
Disposition:	PERMANENT: Transfer to RSC when 5 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-99-09, item 4a(1)
Date Edited:	1/3/2002
A-21-025-04b	Briefing Books.
Description:	Duplicate set.
Disposition:	Temporary. Destroy when 1 year old or sooner if no longer needed for current operation.
DispAuthNo:	N1-059-99-09, item 4b
Date Edited:	3/1/2019
A-21-025-05a	Biographic Files.
Description:	Official Files. Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.
Disposition:	Temporary. Periodically review and screen file. When no longer needed for current operation offer to INR/B.
DispAuthNo:	N1-059-99-09, item 5a
Date Edited:	3/1/2019
A-21-025-06a	Daily Activity Reports.
Description:	Official Files. Summary of activities/reports generated in-house daily and submitted to the Front Office.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	N1-059-99-09, item 6a
Date Edited:	3/1/2019

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A-21-025-07a(1) **Task Force/Working Group Files.**

Description: Official Files. 7th Floor Task Force/Working Group. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

Disposition: Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-to-day, shift-by-shift basis is received by the Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.

DispAuthNo: N1-059-99-09, item 7a(1) **Date Edited:** 3/1/2019

A-21-025-07b(1) **Task Force/Working Group Files.**

Description: Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-09, item 7b(1) **Date Edited:** 1/3/2002

A-21-025-08 **Records of the Special Representative for Holocaust Issues**

Description: Documents accumulated by the Special Representative or program office. The collection contains documents dating from the WWII era to present. The collection contains classified and unclassified documents from US Government agencies, foreign governments, and other sources. The files are organized in subject and/or country order.

Disposition: Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-01-14, item 1 **Date Edited:** 2/12/2002

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A-21-025-09a	Policy documents created to manage the program.
Description:	Files detailing policy to be followed by program.
Disposition:	Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-059-01-14, item 2a
	Date Edited: 2/20/2002
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A-21-025-10a	Briefing Books.
Description:	Loose Leaf binders prepared by the program staff for the Special Representative to provide him with the essential information he needed for meetings with foreign officials and dignitaries. While much of the material consists of documents that are maintained elsewhere in the program files there is some original documentation.
Disposition:	Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-059-01-14, item 3a
	Date Edited: 2/20/2002
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A-21-025-11a	Official Reports and Publications produced by Special Representative or program office.
Description:	Record Copies. One copy of each.
Disposition:	Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-059-01-14, item 4a
	Date Edited: 2/20/2002
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A-21-025-11b	Official Reports and Publications produced by Special Representative or program office.
Description:	Extra copies.
Disposition:	Temporary. Destroy remaining copies two years after published/issued.
DispAuthNo:	N1-059-01-14, item 4b
	Date Edited: 2/20/2002
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A-21-025-12 **Court Documents.**

Description: Records of foreign court decisions related to Holocaust issues.

Disposition: Permanent. Retire to Records Service Center (RSC) when program is closed.
Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-01-14, item 5

Date Edited: 2/20/2002

A-21-025-13a **Administrative Files.**

Description: Official documents created during the program life.

Disposition: Temporary. Destroy when 5 years old.

DispAuthNo: N1-059-01-14, item 6a

Date Edited: 2/20/2002

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A-21-030-02 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. (Supersedes GRS 23, item 5b)

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

A-21-030-03a Staff Assistant Files

Description: a. Electrostatic copies of telegrams, action memorandums, briefing materials and congressionals requiring attention of the Assistant Secretary. Original copies of action memorandums are maintained by the Executive Secretariat. Documents are microfilmed by S/S and forwarded to OIS for inclusion in the Central Foreign Policy File.

Disposition: Temporary. Transfer to the RSC when 1 year old for transfer to WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-03, item 3a **Date Edited:** 3/1/2019

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A-21-030-03b	Staff Assistant Files
Description:	b. Internal Memorandums.
Disposition:	Permanent. Block files by calendar year. Transfer to RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-03, item 3b
Date Edited:	4/1/1999

A-21-030-03c	Staff Assistant Files
Description:	c. NODIS, EXDIS and ROGER Caption Documents.
Disposition:	Temporary. Destroy when 60 days old and inform S/S-I for control purposes.
DispAuthNo:	N1-059-94-03, item 3c
Date Edited:	3/1/2019

A-21-030-04	Automated Tracking System
Description:	Electronic log used to track action items and tasks. Action items remain on-line for 30 days and are then produced on hard copy and arranged by month.
Disposition:	Temporary. Destroy or delete when no longer needed.
DispAuthNo:	N1-059-94-03, item 4
Date Edited:	3/1/2019

A-21-030-05a	Deputy Assistant Secretary Files - Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals
Description:	a. Telegrams, other agency messages, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.
Disposition:	Permanent. Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-94-03, item 5a
Date Edited:	4/1/1999

A-21-030-05b	Deputy Assistant Secretary Files - Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals
Description:	b. Non-substantive correspondence, memorandums and related correspondence which do not establish, discuss or define foreign policy or set precedents.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	N1-059-94-03, item 5b
Date Edited:	3/1/2019

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WHA-Office of the Executive Director

A-21-031-01 **Mission Program Plans**

Description: Documents reflect 5-year projections for the accomplishment of post goals and objectives. Included are program plans and reviews, summary statements prioritizing mission goals and objectives, program review team comments, approved bureau-wide policy and resources statement and related correspondence.

Disposition: Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-04, item 1 **Date Edited:** 4/1/1999

A-21-031-02a **Executive Director Files**

Description: a. Subject Files. Telegrams, memorandums, decision papers, inspection reports, and other documentation used and generated by the Executive Director in directing the administration and management of the bureau.

Disposition: Temporary. Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-04, item 2a **Date Edited:** 3/1/2019

A-21-031-02b **Executive Director Files**

Description: b. Chronological Files. Extra copies of communications of all types arranged in chronological order. The official communications are filed in the official files.

Disposition: Temporary. Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-04, item 2b **Date Edited:** 3/1/2019

A-21-031-03 **Post Management Officers Files - Arranged by subject**

Description: Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

Disposition: Temporary. Destroy 5 years after year in which prepared or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-94-04, item 3 **Date Edited:** 3/1/2019

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WHA-Policy, Planning, and Coordination

A-21-032-01	Security Assistance Program Files - Arranged by subject or name of country
Description:	Telegrams, memorandums, budget proposals, regional overviews of the budget, post reporting requirements and related correspondence relating to overall security assistance program for Latin America. Subjects include trade and economic development, human rights and democracy, law enforcement, military activities, and other related subjects. Included are files of DoD liaison officers.
Disposition:	Permanent. Block files by calendar year. Transfer to the RSC when 3 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-06, item 1
Date Edited:	4/1/1999
A-21-032-02	Munitions Licensing Case Files
Description:	Control export license applications for sale of munitions related items to various inter-American countries. Arranged numerically by case number. Includes a copy of the license application as well as the Department written response of acceptance or denial of the request. Original case file maintained by the Office of Munitions Control.
Disposition:	Temporary. Block files by calendar year. Destroy when 1 year old.
DispAuthNo:	N1-059-94-06, item 2
Date Edited:	3/1/2019
A-21-032-03	Operational/Deployment Exercise Program Files
Description:	Training provided by the Department of Defense for the deployment of teams overseas in support of military programs. Files document the deployment order request for Department approval along with an action summary providing the purpose and background information for the deployment exercise.
Disposition:	Temporary. Block files by calendar year. Retain block in office 1 year then destroy.
DispAuthNo:	N1-059-94-06, item 3
Date Edited:	3/1/2019
A-21-032-04	Military Travel Clearance Files
Description:	Clearance requests for military officials travelling overseas. Request includes the name of the traveler along with an itinerary of proposed visit for the Department approval.
Disposition:	Temporary. Block files by calendar year. Retain block in office 1 year then destroy.
DispAuthNo:	N1-059-94-06, item 4
Date Edited:	3/1/2019

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A-21-032-05 Foreign Military Financing Files

Description: Telegrams, memorandums, reports and related correspondence documenting activities for inter-American countries receiving grants for international military and educational programs.

Disposition: Temporary. Block files by calendar year. Transfer to the RSC when 3 years old. Destroy when 10 years old.

DispAuthNo: N1-059-94-06, item 5 **Date Edited:** 3/1/2019

A-21-032-06 National and International Labor Files

Description: Telegrams and related correspondence encompassing national and international labor related subjects. Included are International Labor Organization (ILO), regional and U.S. labor activities in Latin America as well as labor assistance projects. Files document economic, political and social issues.

Disposition: Temporary. Block files by calendar year. Transfer to RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-06, item 6 **Date Edited:** 3/1/2019

A-21-032-07 Administration of Justice Files

Description: Telegrams, memoranda, reports, grant proposals and related correspondence documenting activities, and their funding, aimed at strengthening justice institutions in Latin America and the Caribbean.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-06, item 7 **Date Edited:** 4/1/1999

A-21-032-08 Human Rights Training Files

Description: Telegrams, interagency memorandums, studies, course curriculum and other related material pertaining to human rights training for overseas programs.

Disposition: Temporary. Block files by calendar year. Destroy when 5 years old or 5 years after completion of a specific training program.

DispAuthNo: N1-059-94-06, item 8 **Date Edited:** 3/1/2019

A-21-032-09 Chronological Files

Description: Extra copies of documents prepared in the office.

Disposition: Temporary. Destroy when 1 year old or when no longer needed.

DispAuthNo: N1-059-94-06, item 9 **Date Edited:** 3/1/2019

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A-21-032-10 Press Guidance Files

Description: Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with foreign relations between the U.S. and various inter-American countries. Also included is an index compiled by PA of daily press briefings approved for use by the Office of Press Relations. Files document activities in the fields of business, consular, economic, military and defense, operations, political, social and technology and science.

Disposition: Temporary. Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-059-94-05, item 1 **Date Edited:** 3/1/2019

A-21-032-11 Public Speaking Files

Description: Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

Disposition: Temporary. Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-059-94-05, item 2 **Date Edited:** 3/1/2019

A-21-032-12 General Correspondence from the Public

Description: Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments or other remarks on various inter-American issues.

Disposition: Temporary. Destroy when 3 months old.

DispAuthNo: N1-059-94-05, item 3 **Date Edited:** 3/1/2019

A-21-032-13 News Media Files

Description: Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

Disposition: Temporary. Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-059-94-05, item 4 **Date Edited:** 3/1/2019

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A-21-032-14	Transcript Files
Description:	Written transcripts of interviews given by the Assistant Secretary for Inter-American Affairs. Original transcript maintained by the Office of the Assistant Secretary.
Disposition:	Temporary. Block files by calendar year. Retain block in office 1 year then destroy.
DispAuthNo:	N1-059-94-05, item 5
	Date Edited: 3/1/2019

A-21-032-15a	Discovery Request Case Files - Memorandums requesting a search and production of records relating to pending litigation.
Description:	a. Control Records. Included are plaintiff requests for production of documents, memorandum and order, plaintiff memorandums in support of their motion for a temporary restraining order, discovery update and action request from offices conducting the search and copies of those documents related to the search which consist of telegrams, memorandums, letters, etc.
Disposition:	Temporary. Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.
DispAuthNo:	N1-059-94-05, item 6a
	Date Edited: 3/1/2019

A-21-032-15b	Discovery Request Case Files - Memorandums requesting a search and production of records relating to pending litigation.
Description:	b. Reproduced Documents.
Disposition:	Temporary. Upon advice of the Office of Legal Adviser transfer to RSC as part of Litigation Case File.
DispAuthNo:	N1-059-94-05, item 6b
	Date Edited: 3/1/2019

A-21-032-16	ARA News Roundup
Description:	Copies of newspaper and magazine articles about the ARA area and related issues.
Disposition:	Temporary. Destroy when no longer needed.
DispAuthNo:	N1-059-94-05, item 7
	Date Edited: 3/1/2019

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WHA- Economic Policy and Summit Coordination**A-21-033-01 Subject/Country Files**

Description: Telegrams, memorandums, highlight reports, legislation and other related correspondence on economic and financial policies relating to economic development and stabilization in Latin America, trade and communication issues and policies affecting U.S. relations with Latin America. Files document activities relating to issues such as the Enterprise for the Americas Initiative (EAI), the Caribbean Basin Initiative (CBI) and the Andean Trade Preference Initiative (ATPI). Records reflect trade and investment, debt reduction, aid for the environment and development assistance.

Disposition: Temporary. Block files by calendar year. Transfer to RSC when 3 years old or sooner if no longer needed for current operations for transfer to WNRC. Destroy when 10 years old.

DispAuthNo: N1-059-94-07, item 1

Date Edited: 3/1/2019

A-21-033-02 Summit of the Americas Files - Arranged by subject/country

Description: Documents reflect action plans, policies, proposals, negotiating strategies, interagency meetings, talking points, reports, initiatives and related correspondence on multilateral issues such as free trade, economic integration, strengthening and safeguarding democracy and human rights throughout the Western Hemisphere.

Disposition: Permanent. Cut off files at the end of the calendar year. Transfer to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-97-18, item 1

Date Edited: 4/1/1999

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WHA-Geographic Offices

A-21-034-01a	Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries
Description:	a. Program Files. Records documenting the organization program mission; i.e., they establish, define, or discuss foreign policy positions or set precedent.
Disposition:	Temporary. Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 30 years old.
DispAuthNo:	N1-059-94-08, item 1a Date Edited: 3/1/2019
A-21-034-01b	Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries
Description:	b. Special Collections. Briefing books and files retained when the corresponding block is retired. These files represent high-profile political events. The date range of material will vary because their active use extends beyond 3 years.
Disposition:	Permanent. Transfer immediately to RSC for transfer to the WNRC when no longer of use to the office. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-08, item 1b Date Edited: 4/1/1999
A-21-034-01c	Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries
Description:	c. All Other Files. Records documenting administrative activities, information copies of material not relating to specific program issues, chronological files, working files and other types of documents which do not establish, define or discuss foreign policy positions or set precedent. Records of this nature are identified in Chapter 3, Records Common to Most Offices, of the Records Disposition Schedules for the Department. Official documentation such as telegrams, memorandums or other related handwritten or hard copy correspondence used in formulating, coordinating and implementing foreign policy are to be retained in the program files.
Disposition:	Temporary. Destroy in accordance with applicable records disposition schedule item.
DispAuthNo:	N1-059-94-08, item 1c Date Edited: 3/1/2019

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A-21-034-02a **Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities**

Description: a. Briefing Books for the Secretary of State.

Disposition: Temporary. Destroy when purpose has been served. Record copy maintained by S/S.

DispAuthNo: N1-059-94-08, item 2a **Date Edited:** 3/1/2019

A-21-034-02b **Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities**

Description: b. All other Briefing Books, including those prepared for the Assistant Secretary, Deputy Assistant Secretaries, and CODELS.

Disposition: Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-08, item 2b **Date Edited:** 4/1/1999

A-21-034-03 **Biographic Files**

Description: Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.

Disposition: Temporary. Review annually and remove file for individuals no longer of interest. Destroy news articles, newspaper clippings and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence Liaison, Biographic Division (INR-B).

DispAuthNo: N1-059-94-08, item 3 **Date Edited:** 3/1/2019

A-21-034-04 **Assistant Secretaries Daily Activities Report (ASDAR)**

Description: Reports prepared for the Assistant Secretary by each program office providing updates on various foreign policy issues.

Disposition: Temporary. Destroy when no longer needed. (Files maintained by the Front Office are designated as permanent.

DispAuthNo: N1-059-96-07, item 1 **Date Edited:** 3/1/2019

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A-21-034-07	Regional Affairs Subject Files - Office of Central American Affairs
Description:	Telegrams, memorandums, fact sheets, briefing material and related correspondence documenting activities for special assignments in the political and economic field for Central America.
Disposition:	Temporary. Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.
DispAuthNo:	N1-059-94-08, item 7
	Date Edited: 3/1/2019

A-21-034-08	Regional Narcotics Files - Office of Andean Affairs
Description:	Telegrams, memorandums, strategic plans, executive summaries, situation reports and related correspondence documenting drug related activities in various Andean countries.
Disposition:	Temporary. Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.
DispAuthNo:	N1-059-94-08, item 8
	Date Edited: 3/1/2019

A-21-034-09	Bi-National Commission File - Office of Mexican Affairs
Description:	Joint press statements, background papers, attendance lists, issue papers, talking points and agendas for the annual bi-national commission conference.
Disposition:	Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-08, item 9
	Date Edited: 4/1/1999

A-21-034-10	International Boundary Water Commission U.S. and Mexico (IBWC) - General Subject Files - Office of Mexican Affairs
Description:	Telegrams, memoranda, letters, reports, analysis copies of treaties, background materials which document the development and implementation of the activities of the IBWC from the perspective of the Department of State. These files are accumulated by the U.S. Section Washington Liaison Officer (Special Assistant) who is based in the Department Office of Mexican Affairs. Arranged by subject.
Disposition:	Permanent. Block files by calendar year. Transfer to RSC when 5 years old. Transfer to National Archives when 30 years old.
DispAuthNo:	N1-059-88-04, item 1
	Date Edited: 4/1/1999

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East Asian and Pacific Affairs-Freely Associated State Affairs

A-21-040-01 **Policy File**

Description: Documents relating to the organization and establishment of the Office of Micronesia Status Negotiations and interagency direction of the President Personal Representative for Micronesia Status Negotiations.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-87-15, item 1

Date Edited: 4/1/1999

A-21-040-02a **Political Status Negotiations Issues File**

Description: Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.

a. Compact of Free Association. Consist of original compact agreements and their related and subsidiary agreements, as well as all communications with the freely associated states regarding the interpretation and implementation of the Compacts and agreements, after the Compacts are entered into force.

Disposition: Permanent. Forward to Office of Legal Advisor upon implementation of agreement for retirement under item 23001 of the records disposition schedules for the Department.

DispAuthNo: N1-059-87-15, item 2a

Date Edited: 4/1/1999

A-21-040-02b **Political Status Negotiations Issues File**

Description: Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.

b. Background Information on Various Aspects of the Political Status Negotiations.

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

DispAuthNo: N1-059-87-15, item 2b

Date Edited: 4/1/1999

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A-21-040-03a	Negotiating Rounds File
Description:	Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents. a. Summary Record of Negotiating Round and related background information.
Disposition:	Permanent. Cut off at the end of calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-059-87-15, item 3a Date Edited: 4/1/1999

A-21-040-03b	Negotiating Rounds File
Description:	Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents. b. Negotiation Sessions. Tapes used to document negotiating round. Collection includes 7" magnetic tapes, 45 minute and 90 minute cassette tapes. Are used as a backup; but, do not represent a complete file.
Disposition:	Temporary. Destroy when no longer needed.
DispAuthNo:	N1-059-87-15, item 3b Date Edited: 3/1/2019

A-21-040-03c	Negotiating Rounds File
Description:	Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents. c. Other documents.
Disposition:	Temporary. Cut off at the end of the calendar year. Transfer to RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	N1-059-87-15, item 3c Date Edited: 3/1/2019

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A-21-040-04 Congressional Relations

Description: Consist of documents relating to congressional and legislative matters. Included are staff and member briefings, senate and house committee reports, and other related documents.

Disposition: Temporary. Destroy when obsolete, superseded, or no longer needed for current operations.

DispAuthNo: N1-059-87-15, item 4

Date Edited: 3/1/2019

A-21-040-05 Congressional Review of Compact File

Description: Consist of documents relating to congressional approval, implementation, oversight and review of compact, compact budget documents, and policy papers developed by the Interagency Group concerning United States relations with the Freely Associated States.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-87-15, item 5

Date Edited: 4/1/1999

A-21-040-06 Legislative Impact Statement File

Description: Consist of documents relating to scoping session conducted by the Department of State, draft statements, review comments made by the public, administration and award of contract to write draft environmental impact statement, and related documents.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-87-15, item 6

Date Edited: 4/1/1999

A-21-040-07 Plebiscite and Political Information Program (PIP) File

Description: Consist of documents relating to the organization, responsibilities and funding of the program, information pertaining to the conduct of the plebiscite, and dates and results of the ballots cast in each voting jurisdiction, and documents relating to international laws and oversight responsibilities of the Trusteeship Council.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-059-87-15, item 7

Date Edited: 4/1/1999

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East Asian and Pacific Affairs- Front Office (EAP/FO)

A-21-041-01 Assistant Secretary Subject Files

Description: Policy and decision papers, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books, email and correspondence arranged by subject.

Disposition: Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old.

Note: Record copy limited to paper.

DispAuthNo: N1-059-09-10, item 1 **Date Edited:** 6/14/2010

A-21-041-02 Assistant Secretary Calendar and Appointment Book

Description: Calendar and appointment book containing annotations relating to appointments and meetings.

Disposition: Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old. (Retire with Assistant Secretary subject files for the appropriate year.)

Note: Record copy limited to paper.

DispAuthNo: N1-059-09-10, item 2 **Date Edited:** 6/14/2010

A-21-041-03 Subject/Policy Files (7th Floor Issues)

Description: Files contains action memos to and from the Assistant Secretary; White House correspondences; Information Memos; briefing checklists; 7th Floor taskers and notes; exdis and nodis cables; reports; legislative correspondence and other related documentation. Arranged by month and year.

Disposition: Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old.

Note: Record copy limited to paper.

DispAuthNo: N1-059-09-10, item 3 **Date Edited:** 6/14/2010

A-21-041-04 Trip Papers

Description: Memorandums, issue papers, travel agendas, briefing checklists. Prepared for 7th floor. Arranged by meeting title and date.

Disposition: Temporary. Cut off at end of calendar year. Retire to RSC when 2 years old. Destroy when 5 years old.

DispAuthNo: N1-059-09-10, item 4 **Date Edited:** 6/14/2010

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A-21-041-05 Roger, EXDIS and NODIS Channel Messages

Description: Copies of incoming and outgoing Roger, EXDIS and NODIS telegrams. Arranged by country. Accumulation 2006 to the present.

Disposition: Temporary. Cutoff annually. Destroy when two years old or when no longer needed, whichever is later. Inform S/S for control purposes. Do not retire.

DispAuthNo: N1-059-09-10, item 5

Date Edited: 6/14/2010

A-21-041-06 Interagency Meeting Files

Description: Memorandums, reports and related records documenting interagency policy and planning issues.

Disposition: Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old.

Note: Record copy limited to paper.

DispAuthNo: N1-059-09-10, item 6

Date Edited: 6/14/2010

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East Asian and Pacific Affairs- Geographic Offices: (EAP/J); (EAP/K); (EAP/MTS); (EAP/MLS); (EAP/CM); (EAP/ANP); and (EAP/TC)

A-21-043-01 **Subject/ Program Files**

Description: Correspondence, letters, reports, cables, memorandums, notes, email and other documents concerning U.S. relations with and conditions in the countries associated with geographic bureau and Taiwan. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

Disposition: Temporary. Cut off at end of calendar year. Retire to the RSC 3 years after cut off or later, if necessary for current operations. Destroy 25 years after cut off.

DispAuthNo: N1-059-09-14, item 1

Date Edited: 6/3/2010

A-21-043-02a **Working Files**

Description: Included are extra copies of communications and correspondence; publications of the department and other Federal agencies; newspaper clippings; reference material; studies notes, drafts, interim reports and background data on Office programs, projects and initiatives.

a. Drafts recording necessary approval or changes and other essential documents.

Disposition: Temporary. Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. Note: See 5 FAH-4, H-215.

DispAuthNo: Non-Record

Date Edited: 6/3/2010

A-21-043-02b **Working Files**

Description: Included are extra copies of communications and correspondence; publications of the department and other Federal agencies; newspaper clippings; reference material; studies notes, drafts, interim reports and background data on Office programs, projects and initiatives.

a.Extra copies of communications and correspondence; publications of department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.

Disposition: Temporary. Destroy the remainder of the file when projects or assignments are completed. Note: See 5 FAH-4, H-216.

DispAuthNo: Non-Record

Date Edited: 6/3/2010

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A-21-043-03 Historical Files

Description: Unique collections of records relating to key events, crises or issues that have been retained in the office and are of greater historical significance than the typical Subject or Program Files, such as, but not limited to the Six Party Talks, Korean Peninsula, Taiwan Straits, bilateral treaty alliances, etc. Contains cables, reports, news clippings, letters, notes, memorandums and other documentation concerning historically significant events.

Disposition: Permanent. Cut off at end of calendar year. Retire to the RSC 5 years after cutoff or later, if necessary for current operations. Transfer to the National Archives when 25 years old.

NOTE: Record copy limited to paper.

DispAuthNo: N1-059-09-14, item 3

Date Edited: 6/3/2010

A-21-043-04 Biographical Files

Description: Telegrams, newspaper articles, intelligence reports, etc., containing background information on foreign political figures, ministry officials, military leaders, etc.

Disposition: Temporary. Retain in the office. Screen and destroy when no longer needed.

DispAuthNo: N1-059-09-14, item 4

Date Edited: 6/3/2010

A-21-043-05 Daily Activity Reports

Description: Incoming and outgoing daily activity reports between posts and desks concerning developments in current events, policy issues, regional security, economical, environmental, political and military, science and technology, and other general issues of concerns to the Department. The daily activity reports are also known as end-of-day reports, overnights, etc.

Disposition: Temporary. Cut off at the end of calendar year. Destroy 3 years after cut off or when no longer needed, whichever is longer.

DispAuthNo: N1-059-09-14, item 5

Date Edited: 6/3/2010

A-21-043-06 Briefing Books

Description: Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.

Disposition: Permanent. Cut off at end of calendar year. Retire to the RSC 5 years after cutoff or later, if necessary for current operations. Transfer to the National Archives when 25 years old.

NOTE: Record copy limited to paper.

DispAuthNo: N1-059-09-14, item 6

Date Edited: 6/3/2010

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A-21-043-07 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017)

A-21-043-08 Time and Attendance Records

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Includes forms such as OF 71, DS-7100, and DS-1216

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 6a; GRS 2, item 6b; and GRS 2, item 7)

DispAuthNo: DAA-GRS-2016-0015-0003 (G **Date Edited:** 9/13/2017)

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A-21-043-09 **Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting**

Description: Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 9, item 3a)

DispAuthNo: DAA-GRS-2013-0003-0001 (G **Date Edited:** 10/4/2017

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Chapter 21: Geographic Area Affairs Records

East Asian and Pacific Affairs- Office of Economic Policy (EAP/EP)

A-21-044-01 **Subject/Program Files**

Description: Correspondence, letters, reports, cables, memorandums, notes, email and other documents concerning U.S. economic, trade, security and public health interest in the Asian-Pacific region. Information arranged chronologically, by TAGS/Terms.

Disposition: Temporary. Cut off at end of calendar year. Destroy no sooner than 3 years after cutoff, but no later than 7 years after cutoff.

DispAuthNo: N1-059-09-08, item 1 **Date Edited:** 3/1/2019

A-21-044-02a **Asia-Pacific Economic Cooperation (APEC) Program Files**

Description: Asia-Pacific Economic Cooperation (APEC) is the premier forum for facilitating economic growth, cooperation, trade and investment in the Asia Pacific region.

a. Files documenting policy, deliberations, findings, and recommendations, including such records as directives, memorandums, agendas, briefing books, minutes, testimony, reports, studies, correspondence, work plans, substantive records relating to research studies and other projects, and documentation of subcommittees, working groups/task forces, or other subgroups that support reports and recommendations to APEC.

Disposition: PERMANENT. Cut off at end of calendar year. Retire to RSC 3 years after cut off or later, if necessary for current operations. Transfer to the National Archives 25 years after cut off.

NOTE. Record copy limited to paper.

DispAuthNo: N1-059-09-08, item 2a **Date Edited:** 1/27/2010

A-21-044-02b **Asia-Pacific Economic Cooperation (APEC) Administrative Files**

Description: Asia-Pacific Economic Cooperation (APEC) is the premier forum for facilitating economic growth, cooperation, trade and investment in the Asia Pacific region.

b. Files that relate to day-to-day Cooperation activities and/or do not contain unique information of historical value, including such records as routine correspondence, reference and working files, and other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of meetings and extra copies of records described in sub-item a.

Disposition: Temporary. Cut off at end of calendar year. Destroy/delete when 3 years old or when no longer needed.

DispAuthNo: N1-059-09-08, item 2b **Date Edited:** 3/1/2019

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A-21-044-03 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017)

A-21-044-04 Employee Incentive Award Records

Description: Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.

Exclusion: Records of Department-level awards require agency-specific schedules.

Disposition: Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 12a(2))

DispAuthNo: DAA-GRS-2017-0007-0003 (G **Date Edited:** 9/1/2017)

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A-21-044-05	Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting
Description:	Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 9, item 3a)
DispAuthNo:	DAA-GRS-2013-0003-0001 (G
	Date Edited: 10/4/2017

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A-21-045-06	Public Remarks by Other Government Officials
Description:	Copies of speeches, statements, press conferences or audio recordings by various government officials such as the President, Department officials, etc.
Disposition:	Temporary. Destroy when no longer needed for reference.
DispAuthNo:	Non-Record Date Edited: 3/3/2011

A-21-045-07	Briefing Transcripts
Description:	Copies of the transcript of the White House and Department of State daily press briefing from PA/Press.
Disposition:	Temporary. Cut off at end of the calendar year. Destroy 1 year after cutoff or when no longer needed, whichever is later.
DispAuthNo:	Non-Record Date Edited: 3/3/2011

A-21-045-08	FOIA and Privacy Act Administrative Files
Description:	Files created in response to requests for information under the FOIA or Privacy Act generated by the Information Access Office consisting copies of the taskers, original request letters, emails and any related support documentation.
Disposition:	Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 14, Item 15)
DispAuthNo:	GRS 4.2, Item 001 Date Edited: 3/13/2017

A-21-045-09	Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting
Description:	Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 9, item 3a)
DispAuthNo:	DAA-GRS-2013-0003-0001 (G Date Edited: 10/4/2017

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A-21-045-10 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 10/4/2017)

A-21-045-11 Time and Attendance Records

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Includes forms such as OF 71, DS-7100, and DS-1216

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 6a; GRS 2, item 6b; and GRS 2, item 7)

DispAuthNo: DAA-GRS-2016-0015-0003 (G **Date Edited:** 9/13/2017)

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East Asian and Pacific Affairs - Office of Public Diplomacy (EAP/PD)

A-21-046-01 Subject/Program Files

Description: Consists of correspondence, memoranda, policy, procedures, notes, emails, cables, reports and other documentation relating to public diplomacy activities including information, education and cultural programs. Arranged by country and/or subject.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 5 years after cutoff or when no longer needed, whichever is longer.

DispAuthNo: N1-059-11-01, item 1 **Date Edited:** 3/1/2019

A-21-046-02 Grant Files

Description: Copies of grant proposals, forms, cables, emails, memoranda, program reports, justifications, budgets, evaluation reports, memoranda of understanding and other related documentation regarding office-funded grant programs, including but not limited to the annual small grants competition. Arranged by country and/or subject.

Disposition: Temporary. Cutoff when grant is terminated or expended. Destroy 6 years and 3 months after cutoff.

DispAuthNo: N1-059-11-01, item 2 **Date Edited:** 3/1/2019

A-21-046-03 Working Files

Description: Copies of cables, letters, reports, e-mails and other documents; rough drafts of documents; press guidance and clippings; reference materials; notes, drafts, interim reports and background data on office programs, projects and initiatives; and other documents retained exclusively for convenience.

Disposition: Temporary. Destroy when no longer needed. Screen out official documents for incorporation in the appropriate subject file when programs, projects, or assignments are completed.

DispAuthNo: Non-Record **Date Edited:** 3/1/2019

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A-21-046-04 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. (Supersedes GRS 23, item 1)

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

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A-21-046-05 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017)

A-21-046-06 Time and Attendance Records

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Includes forms such as OF 71, DS-7100, and DS-1216

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 7)

DispAuthNo: DAA-GRS-2016-0015-0003 (G **Date Edited:** 9/13/2017)

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A-21-046-07 **Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting**

Description: Records relating to routine and operational aspects of travel and visits by office staff, including travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 9, item 3a)

DispAuthNo: DAA-GRS-2013-0003-0001 (G **Date Edited:** 10/4/2017

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East Asian and Pacific Affairs - Office of Regional Security and Policy (EAP/RSP)

A-21-047-01 Subject/Program Files

Description: Correspondence, letters, reports, cables, memorandums, notes, emails, speeches and other related documentation concerning regional U.S. bilateral military relations, security assistance, arms sales, non-proliferation policies, terrorism, narcotics, refugees, human rights, congressional and press relations, and general issues. Information arranged by TAGS/Terms and calendar year.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 5 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-14, item 1

Date Edited: 3/1/2019

A-21-047-02 Grant Files

Description: Emails, telegrams, memorandums and related correspondence for Asian-Pacific region receiving grants that include but not limited to economical and environmental support. Arranged by project title and year. Accumulation beginning from the 1990s to the present.

Disposition: Temporary. Cutoff when grant ends or terminated. Destroy 10 years after cutoff.

DispAuthNo: N1-059-10-14, item 2

Date Edited: 3/1/2019

A-21-047-03 Multilateral Forum Files

Description: Files documenting participation in multilateral fora, including but not limited to the Association of Southeast Asian Nations (ASEAN) Regional Forum, the Lower Mekong Initiative, and East Asian Summit. Records include but are not limited to funding documentation, memorandums, emails, telegrams and other related correspondence.

Disposition: Temporary. Cutoff files at the end of calendar year. Delete when 10 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-14, item 3

Date Edited: 3/1/2019

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A-21-047-04 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017)

A-21-047-05 Time and Attendance Records

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Includes forms such as OF 71, DS-7100, and DS-1216

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 7)

DispAuthNo: DAA-GRS-2016-0015-0003 (G **Date Edited:** 9/13/2017)

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East Asian and Pacific Affairs - Executive Office (EAP/EX)

A-21-048-01 Executive Director Subject Files

Description: Copies of telegrams, memorandums, decision papers, inspection reports, travel approvals, working group, contract carrier policies and other documentation used and generated by the Executive Director in directing the administration and management of the bureau.

Disposition: Temporary. Cutoff at the end of calendar year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

DispAuthNo: N1-059-10-15, item 1 **Date Edited:** 3/1/2019

A-21-048-02 Executive Director Chronological Files

Description: Copies of various outgoing correspondence signed by the Executive Director that include, but not limited to, memoranda, OIG requests and responses, internal instructions, reports, memoranda of understanding, memoranda of agreement and briefing materials. The files are stored chronologically and maintained by month and year.

Disposition: Temporary. Cutoff at the end of calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-15, item 2 **Date Edited:** 3/1/2019

A-21-048-03 Executive Director Invitational Travel Files

Description: Semiannual reports and files of requests and approvals of gifts of travel and travel expenses accepted by the Department from non-Federal sources, pursuant to 31, U.S.C.

Disposition: Temporary. Cutoff at the end of calendar year. Retire to Records Service Center (RSC) 3 years after cutoff. Destroy 10 years after cutoff.

DispAuthNo: N1-059-10-15, item 3 **Date Edited:** 3/1/2019

A-21-048-04 Resource Management Files

Description: Records documenting the formulation and presentation of budgetary programs of the EAP Bureau to the Office of the Department of State Chief Financial Officer, OMB and Congressional sub-committees and for the execution of the annual and long-range budgetary requirements for the entire Bureau, including its headquarters and all diplomatic missions in the East Asian and Pacific region. Budgetary programs include such things as travel, contracts, grant funding, ICASS funding, language services, motor pool services, invoice payments, procurement, and public diplomacy programs.

Disposition: Temporary. Cutoff closed files annually. Destroy 5 years after cutoff.

DispAuthNo: N1-059-10-15, item 4 **Date Edited:** 3/1/2019

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A-21-048-05 Post Management Officers Files

Description: Records documenting management issues at Post, including staffing and personnel, strategic planning, coordination with functional bureaus, consultations and briefings for the principal officers and chiefs of mission, emergency and crisis situations, and related matters. Files arranged by subject and country.

Disposition: Temporary. Cutoff at the end of calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-15, item 5

Date Edited: 3/1/2019

A-21-048-06 Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting

Description: WAE Travel Files. Office copies of WAE requests, travel authorizations, vouchers and supporting documents.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 9, item 3a)

DispAuthNo: DAA-GRS-2013-0003-0001 (G

Date Edited: 10/4/2017

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NEA Affairs-Office of the Assistant Secretary

A-21-050-01 Assistant Secretary Files

Description: Incoming and outgoing correspondence for the Assistant Secretary arranged by desk, by subject and monthly. Consists of memorandums, talking points, policy papers, position papers, background points, other agencies correspondence, etc.

Disposition: Permanent. Retire when 1 year old to the RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-059-95-17, item 1 **Date Edited:** 4/1/1999

A-21-050-02 EXDIS/NODIS Cables

Description: Copies of outgoing and incoming special caption cables.

Disposition: Destroy when 2 years old or when no longer needed.

DispAuthNo: N1-059-95-17, item 2 **Date Edited:** 4/1/1999

A-21-050-03 Briefing Books

Description: Briefing materials for appearances on the Hill, high-level official travel to overseas posts, or meetings with foreign officials.

Disposition: Permanent. Retire when 2 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-059-95-17, item 3 **Date Edited:** 4/1/1999

A-21-050-04 Tracking System

Description: Electronic tracking for all outgoing communications generated by the Bureau. Identifies originator, addressee, type of document, classification, subject, date received, date signed, etc.

Disposition: Delete 4 months after completion of action item.

DispAuthNo: N1-059-95-17, item 4 **Date Edited:** 4/1/1999

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NEA/SCA Affairs- Executive Office (NEA/SCA/EX)

A-21-051-01 National Security Decision Directive (NSDD 38)

Description: NSDD 38 is the authority for staffing the Diplomatic Missions and constituent posts. Information is arranged by NEA/SCA countries and contains background information and Department approval on the increase or decrease of positions at posts. Consists of telegrams, memorandums, congressionals, directives, etc.

Disposition: TEMPORARY. Retain until no longer needed. (Supersedes N1-059-95-18, item 1).

DispAuthNo: N1-059-08-11, item 1

Date Edited: 11/13/2008

A-21-051-02 Post Management Office (PMO) Country Files

Description: Information arranged by countries and subjects on administrative issues and activities exchanged with the posts. Concerns budget, personnel, buildings, travel, etc. Consists of cables, memorandums, e-mail, etc.

Disposition: Block files annually. Retire when 2 years old to the Records Service Center (RSC) and destroy when 5 years old. (Supersedes N1-059-95-18, item 2).

DispAuthNo: N1-059-08-11, item 2

Date Edited: 11/13/2008

A-21-051-03 Subject Files - PMO

Description: General information on administrative issues applicable to all posts, i.e. Department guidance on administration matters. Information is retained both in a central file maintained by the secretary and some officers maintain separate file.

Disposition: TEMPORARY. Review files annually, destroy obsolete or superseded information. (Supersedes N1-059-95-18, item 3).

DispAuthNo: N1-059-08-11, item 3

Date Edited: 11/13/2008

A-21-051-04 Historical Files - PMO

Description: Information maintained on countries where diplomatic relations were interrupted, emergency evacuations, or political unrest that impacted US relations with the country. The information contained in these files are on administrative issues surrounding the event, i.e. emergency evacuation, closing of post, reopening of post, etc. Contains cables, memorandums, reports, e-mail, etc.

Disposition: TEMPORARY. Retire one year after US relations with the country has resumed. Destroy when 10 years old. (Supersedes N1-059-95-18, item 4),

DispAuthNo: N1-059-08-11, item 4

Date Edited: 11/13/2008

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A-21-051-05 Mission Program Plans

Description: Annual submissions by the posts identifying goals and objectives for the post on administrative issues. Consists of cables, reports and follow-up information by the PMO.

Disposition: PERMANENT. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old. (Supersedes N1-059-95-18, item 5).

DispAuthNo: N1-059-08-11, item 5 **Date Edited:** 11/13/2008

A-21-051-06 FAAS Files

Description: Reimbursement from other agencies for their operating expenses at posts. Includes cables, memos, e-mail, printouts, etc.

Disposition: TEMPORARY. Block information by fiscal year. Destroy 3 years after period covered by account. (Final paperwork on transfer of funds is submitted to FMP for processing.) (Supersedes N1-059-95-18, item 6).

DispAuthNo: N1-059-08-11, item 6 **Date Edited:** 11/13/2008

A-21-051-07 Posts Budget Files

Description: Subject files arranged by posts covering budget operations, issues, and projects at posts. Contains cables, e-mail, reports, etc.

Disposition: TEMPORARY. Block information by year. Destroy when 2 years old. (Supersedes N1-059-95-18, item 7).

DispAuthNo: N1-059-08-11, item 7 **Date Edited:** 11/13/2008

A-21-051-08 Transportation Documents

Description: Office copies of Government transportation vouchers, requests, travel authorizations, and supporting documents.

Disposition: TEMPORARY. Destroy when 3 years old. (Supersedes N1-059-95-18, item 8).

DispAuthNo: N1-059-08-11, item 8 **Date Edited:** 11/13/2008

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NEA Affairs-Geographic Offices: (NEA/IPA); (NEA/I); (NEA/ARP); (NEA/EGY); (NEA/IR); (NEA/LEV); and (NEA/MAG)

A-21-052-01a **Subject or Program Files**

Description: Correspondence, letters, reports, cables, memorandums, notes, and other documents concerning U.S. relations with and conditions in the areas of Israel, Palestine, Iraq, the Arabian Peninsula, Egypt and the Levant, Iran, and the Maghreb. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

a. Official Files

Disposition: TEMPORARY. Cut off at end of calendar year. Transfer to the RSC 3 years after cutoff or sooner if no longer needed for current operations for transfer to WNRC. Destroy 7 years after cutoff. (Supersedes N1-059-95-20, item 1).

DispAuthNo: N1-059-08-10, item 1

Date Edited: 11/17/2008

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A-21-052-01b **Non-recordkeeping Copies of Electronic Records**

Description: Includes non-recordkeeping copies of the following:

- a. Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups,
- b. Biographic files including telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.
- c. Historical files Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.
- d. Subject and Program Files including correspondence, letters, reports, cables, memorandums, notes, and other documents concerning U.S. relations with and conditions in the areas of Israel, Palestine, Iraq, the Arabian Peninsula, Egypt and the Levant, Iran, and the Maghreb. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Disposition: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (Supersedes GRS 4.3, item 040)

DispAuthNo: DAA-GRS-2016-0016-0002 (G) **Date Edited:** 9/28/2017

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A-21-052-02 Working Files

Description: Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

Disposition: TEMPORARY. Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

DispAuthNo: N1-059-08-10, item 2

Date Edited: 11/17/2008

A-21-052-03a Historical Files

Description: Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

a. Official Files

Disposition: PERMANENT. Block file annually. Retire to the RSC when 5 years old or sooner if no longer needed for current operations for transfer to WNRC. Transfer to the National Archives when 25 years old. Recordkeeping copy is paper. (Supersedes N1-059-95-20, item 2).

DispAuthNo: N1-059-08-10, item 3a

Date Edited: 11/18/2008

A-21-052-04a Biographic Files

Description: Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.

a. Official Files

Disposition: TEMPORARY. Retain in the office. Screen and destroy when no longer needed. (Supersedes N1-5-5-20, item 4).

DispAuthNo: N1-059-08-10, item 4a

Date Edited: 11/18/2008

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A-21-052-05a(1)	Briefing Books
Description:	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. a(1). Master set.
Disposition:	PERMANENT. Retire when 5 years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25-years old. Recordkeeping copy is paper. (Supersedes N1-059-95-20, item 7a).
DispAuthNo:	N1-059-08-10, item 5a(1) Date Edited: 11/18/2008
A-21-052-05b	Briefing Books
Description:	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. b. Duplicate set
Disposition:	TEMPORARY. Destroy when 1-year old or when no longer needed. (Supersedes N1-059-99-14, item 7b).
DispAuthNo:	N1-059-08-10, item 5b Date Edited: 11/18/2008
A-21-052-06a	Task Force/Working Group Files
Description:	Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents. a. 7th Floor Task Force/ Working group
Disposition:	TEMPORARY. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by Operations Center, Executive Secretariat (S/ES-O), destroy 1 year after termination of the Task Force. Executive Secretariat (S/ES) is responsible for the historical record. (Supersedes N1-059-95-20, item 3a).
DispAuthNo:	N1-059-08-10, item 6a Date Edited: 11/18/2008

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A-21-052-06b Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

b. Bureau Level Task Force/Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT. Transfer to RSC 1 year after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 years old. Recordkeeping copy is paper. (Supersedes N1-059-95-20, item 3b).

DispAuthNo: N1-059-08-10, item 6b

Date Edited: 11/18/2008

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NEA Affairs-Office of Regional and Multilateral Affairs (NEA/RMA)

A-21-053-01 Program Files

Description: Cables, memorandums, memorandums of conversation, reports, clippings, general correspondence, questions and answers, E-mail messages and other material relating to peace process and regional issues. In addition to general files, there are files on military matters, economic matters, and Peace Process matters. Recordkeeping medium is paper.

Disposition: PERMANENT. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (Supersedes N1-059-95-20, item 10).

DispAuthNo: N1-059-08-08, item 1 **Date Edited:** 11/13/2008

A-21-053-02 Multinational Force and Observers (MFO) Files

Description: Telegrams, reports, memorandums, correspondence, clippings, background and briefing materials, publications, diplomatic notes, and other material relating to the operations and activities of the MFO and U.S. involvement with that organization. Recordkeeping medium is paper.

Disposition: PERMANENT. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (Supersedes N1-059-95-20, item 11).

DispAuthNo: N1-059-08-08, item 2 **Date Edited:** 11/13/2008

A-21-053-03 Congressional Correspondence

Description: Copies of incoming Congressional letters and NEA-prepared responses.

Disposition: TEMPORARY. Destroy when 3 years old. (Supersedes N1-059-95-20, item 12).

DispAuthNo: N1-059-08-08, item 3 **Date Edited:** 11/13/2008

A-21-053-04 Munitions Control Cases

Description: Requests for NEA's comment on munitions control cases.

Disposition: TEMPORARY. Destroy when 5 years old. (Supersedes N1-059-95-20, item 13).

DispAuthNo: N1-059-08-08, item 4 **Date Edited:** 11/13/2008

A-21-053-05 National Disclosure Policy Committee (NDPC) Files

Description: NEA's comments on the work of the National Disclosure Policy Committee.

Disposition: TEMPORARY. Destroy when 5 years old. (Supersedes N1-059-95-20, item 14).

DispAuthNo: N1-059-08-08, item 5 **Date Edited:** 11/13/2008

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A-21-053-06 Working Files

Description: Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

Disposition: TEMPORARY. Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

DispAuthNo: Non-Record

Date Edited: 11/13/2008

NEA Affairs-Office of Public Affairs

A-21-054-01 Press Guidance

Description: Daily submissions of Questions and Answers to the Bureau of Public Affairs, Press Relations for the daily Department of State press briefings on Middle Eastern issues .

Disposition: Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-059-95-19, item 1

Date Edited: 4/1/1999

A-21-054-02 Briefing Transcripts

Description: Copies of the transcript of the final daily press briefing from PA/PRESS.

Disposition: Block files annually. Destroy when 1 years old.

DispAuthNo: N1-059-95-19, item 2

Date Edited: 4/1/1999

A-21-054-03 Reference Material

Description: Copies of transcripts on Middle Eastern issues delivered by the White House and Secretary of State; background information on Middle Eastern organizations and journalists; country files containing copies of questions and answers, background material, travel advisory, consular sheets, etc. that are used for reference purposes.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-059-95-19, item 3

Date Edited: 4/1/1999

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NEA Affairs-Office of Iraq Economic and Assistance Affairs (NEA//ECON/ASSIST)

A-21-055-01 Grant Program Management Files

Description: File contains administrative records relating to the solicitation, review, and award process for institutional grants and cooperative agreements administered by NEA/I. Records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation, and related material. Contains copies of grant forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration. Files also include telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals.

Disposition: TEMPORARY. Cutoff at end of fiscal year in which last action occurs. Retire to Records Service Center one year after final action, at the end of that fiscal year. Destroy 6 years and 3 months after final action.

DispAuthNo: DAA-0059-2011-0013-0001 **Date Edited:** 3/8/2012

A-21-055-02 Quick Response Fund Database (QRF)

Description: The QRF database is a cloud-based application that holds the official grant files associated with the Quick Response Fund Program launched in September 2007. It is a flexible mechanism to strengthen the influence of the Provincial Reconstruction Teams (PRT's) and to implement short-term projects that fill gaps not covered by existing programs. Grants Officers Representatives from the PRT's and Grants Officers from Embassy's Office of Provincial Affairs (OPA) manage and operate the activities associated with the database. Index terms are applied to all documents to facilitate multiple sorts and enable retrieval activity by the Grants personnel using the database locally or via internet connectivity. Backups are maintained by the cloud contractor. The database contains PII (Personally Identifiable Information) and commercial proprietary information. Access to the database is restricted to authorized Grants personnel and other access is gained only via FOIA. Inclusive dates of records in the database are November 2007 to present.

Disposition: N/A

DispAuthNo: N/A **Date Edited:** 3/8/2012

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A-21-055-02a **Quick Response Fund Database (QRF)**

Description: a. Database.

Contains electronically scanned copies of hard copy grant documents. Electronic records include requests for grant proposals, approved solicitation, approved concurrence memorandums, internal approval documentation and related material. Contains electronic copies of grant forms, grantee program reports, justifications, budget, payment records, and correspondence relating to grants program administration. Electronic files also include telegrams, memorandums, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals.

Disposition: TEMPORARY. Cutoff at end of fiscal year in which last action is completed. Delete 6 years and 3 months after final action.

DispAuthNo: DAA-0059-2011-0013-0002 **Date Edited:** 3/8/2012

A-21-055-02b **Intermediary Records**

Description: Quick Response Fund Database (QRF) files consisting of paper documents that were scanned into the database. Also includes uploads from Microsoft Office products such as Word and Excel, and PDF. Each document is indexed with terms to facilitate retrieval.

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:** 9/26/2017

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NEA Assistance Coordination (NEA/AC)

A-21-056-01 Program and Operational Records

Description: Contains project-related records which include correspondence, memoranda, program files, events, brochures, training, recruitment, project development, award negotiations, and project implementation files. Arrange by country.

Disposition: Temporary. Cutoff at end of the calendar year, end of agreement, and/or when the agreement file is closed out whichever is applicable. Retire to the Records Service Center 3 years after cutoff. Destroy 20 years after cutoff.

DispAuthNo: DAA-0059-2012-0010-0001 **Date Edited:** 1/29/2014

A-21-056-02 Strategic Planning and Resources Records

Description: General correspondence and records which document budget policies, procedures and decisions, including the development, establishment and execution of budget plans, programs and procedures, including planning documents, budgeting charts, budget process planning, resource planning, congressional correspondence, and evaluation reports. Arrange by fiscal year.

Disposition: Temporary. Cutoff at end of the fiscal year. Retire to the Records Service Center 10 years after cutoff. Destroy 20 years after cutoff.

DispAuthNo: DAA-0059-2012-0010-0002 **Date Edited:** 1/29/2014

A-21-056-03 Public Outreach Records

Description: Articles covering outreach activities and initiatives, including talking points, speeches, newsletters, videos, photographs, DVDs, alumni information, and other promotional materials.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: DAA-0059-2012-0010-0003 **Date Edited:** 1/29/2014

A-21-056-04 Grant and Cooperative Agreement Records

Description: Files containing copies of grant forms, grantee program reports, justifications, budget, payment records, correspondence relating to grants program administration, memoranda, financial documents, and amendments pertaining to agreements between the Department, domestic and international organizations, or individuals. File maintained chronologically by grant number.

NOTE: Move closed out files to inactive section and arrange chronologically. Retire as indicated.

Disposition: Temporary. Cutoff when agreement file is closed out. Retire inactive agreement records to Records Service Center three years after cutoff. Destroy 6 year(s) and 3 month(s) after cutoff.

DispAuthNo: DAA-0059-2012-0010-0004 **Date Edited:** 1/29/2014

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A-21-056-05 Pre-Award Application Records

Description: Contain copies of the applications, correspondence, and other records related to the receipt of and review of applications submitted to MEPI through competition and unsolicited mechanisms. File by funding opportunity and application number.

Note: Move records to inactive section and arrange chronologically by funding opportunity number.

Disposition: Temporary. Cutoff when application review panel is complete and funding decisions are made. Retire inactive records to the Records Service Center yearly. Destroy 3 years after cutoff.

DispAuthNo: DAA-0059-2012-0010-0005 **Date Edited:** 1/29/2014

A-21-056-06a Database File

Description: Contains the applicant information from OMB Application for Federal Assistance (SF-424) including, but not limited to, name, address, employer identifier, organization, phone number funding information, document technical review panel activities and comments panelist experiences; solicited invitations; copies of the applicant proposals; and other related documentation.

Disposition: Temporary. Destroy 6 years and 3 months after final action.

DispAuthNo: DAA-0059-2012-0010-0006 **Date Edited:** 1/29/2014

A-21-056-06c Intermediary Records

Description: MEPI's Application and Reviewer Tracking Database adhoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report

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:** 9/28/2017

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A-21-056-06e **Documentation**

Description: Data systems specifications, file specifications, codebooks, record layouts, user guides, output specification, and final reports (regardless of medium) relating to a master file, database or other electronic records.

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: 5/21/2015

A-21-056-07 **MEPI Performance Reporting Database**

Description: The MEPI Database is used for grant management monitoring and reporting. The database tracks the progress of regionally and domestically funded MEPI grants in the Middle East and North Africa region. It is also used to create and/or edit electronic records for each grant, including basic information on grant award, award amendment, grantee, budget, award dates, award purpose, and main activities which can be approved and/or rejected depending on staff recommendations. Personal Identifiable Information (PII) is contained in the database. Inclusive dates of record are January 1, 2004 to present.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 1/29/2014

A-21-056-07a **Master Data File**

Description: Contains information regarding each grant including but not limited to grant award; grantee name, address, phone number, identifier, organization and etc; budget/financial documentation; award justification; approval or rejection determinations; recommendations; inclusive dates; amendments, quarterly reports and other related information.

Disposition: Temporary. Destroy 6 years and 3 months after final action.

DispAuthNo: DAA-0059-2012-0010-0007

Date Edited: 1/29/2014

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A-21-056-07c	Intermediary Records
Description:	MEPI Performance Reporting Database adhoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report
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: 9/28/2017

A-21-056-07e	Documentation
Description:	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specification, and final reports (regardless of medium) relating to a master file, database or other electronic records.
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: 5/21/2015

A-21-056-08	MEPI Fact Sheets
Description:	Published Fact Sheets issued by the MEPI office, highlighting specific regions, topics and/or projects.
Disposition:	Permanent. Transfer to the National Archives in 5 year blocks, when recent records are one year old (for example, Fact Sheets from 2012 through 2016 will be transferred in 2017).
DispAuthNo:	DAA-0059-2012-0010-0008
	Date Edited: 1/29/2014

A-21-056-09	MEPI's Review Panel Website
Description:	The Review Panel Website allows reviewers to access applicant proposals that are stored in MEPI Application and Reviewer Tracking Database. The review panelists will have the capability of drafting and submitting assessments and scoring each application. MEPI's web-based review panel site allows review panelists to view, score, and draft comments regarding proposals submitted for funding. The review panel site does not contain any PII.
Disposition:	N/A
DispAuthNo:	N/A
	Date Edited: 1/29/2014

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A-21-056-09a**Management and Operations****Description:**

Contains records documenting web site operations and maintenance, such as, website design documents, management policies and procedures, software-related records, access logs, site posting logs, search result statistics and other related reporting.

Disposition:

Temporary. Destroy 3 years after agreement, control measures, procedures, project, or transaction is obsolete, completed, terminated or superseded. (Supersedes GRS 24, item 8c).

DispAuthNo:

GRS 3.1, item 020

Date Edited:5/21/2015

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South and Central Asian Affairs - Office of the Assistant Secretary

A-21-060-01a **Assistant Secretary Files**

Description: Policy and decision papers, testimonies, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books and correspondence arranged by subject.

a. Official Files.

Disposition: Permanent. Retire when 3-years old to the RSC for transfer to the WNRC. Transfer to the National Archives when 25-years old in 5-year blocks.

DispAuthNo: N1-059-99-12, item 1a **Date Edited:** 4/1/1999

A-21-060-02a **Calendar Appointment Book (Listing of appointments and meetings)**

Description: a. Electronic Calendar.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-059-99-12, item 2a **Date Edited:** 4/1/1999

A-21-060-02b **Calendar Appointment Book (Listing of appointments and meetings)**

Description: b. Hard Copy Calendar.

Disposition: Permanent. Retire with subject files for the appropriate year.

DispAuthNo: N1-059-99-12, item 2b **Date Edited:** 4/1/1999

A-21-060-03a(1) **Staff Assistant Files**

Description: a. Copies of White House readings, reports, inspection reports, studies, briefing material, Special Captions documents, and other documentation needing to be retained for operational purposes.

(1) Official Files

Disposition: Block by year. Destroy when 2-years old.

DispAuthNo: N1-059-99-12, item 3a(1) **Date Edited:** 4/1/1999

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A-21-060-04 NODIS/EXDIS Messages**Description:** Telegram Messages.**Disposition:** Destroy when no longer needed and inform S/S. DO NOT RETIRE.**DispAuthNo:** N1-059-99-12, item 4**Date Edited:** 4/1/1999

A-21-060-05 Trip Files**Description:** Trip Reports.**Disposition:** Return to appropriate Desk Office when 6-months old for inclusion in the official file.**DispAuthNo:** N1-059-99-12, item 4**Date Edited:** 4/1/1999

A-21-060-06a Briefing Books**Description:** Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

a. Master set.

(1) Official Files.

Disposition: Permanent. Retire when 5 years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25-years old.**DispAuthNo:** N1-059-99-12, item 6a**Date Edited:** 4/1/1999

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South and Central Asian Affairs - Geographic Offices: (SCA/I); (SCA/NSB); (SCA/A); (SCA/P); (SCA/CEN)**A-21-061-01 Subject or Program Files**

Description: Correspondence, letters, reports, cables, memorandums, notes, and other documents concerning U.S. relations with and conditions in the areas of India, Nepal, Sri Lanka, Bhutan and Maldives, Afghanistan, Pakistan and Bangladesh, and Central Asia. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

a. Official Files.

Disposition: TEMPORARY: Cut off at end of calendar year. Transfer to the RSC 3 (three) years after cut off or sooner if no longer needed for current operations for transfer to WNRC. Destroy 7 (seven) years after cut off.

(Formerly N1-059-99-14, item 1a).

DispAuthNo: N1-059-08-09, item 1

Date Edited: 11/7/2008

A-21-061-02 Working Files

Description: Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

Disposition: TEMPORARY: Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

DispAuthNo: Non-Record

Date Edited: 11/7/2008

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A-21-061-03a **Historical Documents**

Description: Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

a. Official Files

Disposition: PERMANENT: Block file annually. Retire to the RSC when 5 (five) years old or sooner if no longer needed for current operations for transfer to WNRC. Transfer to the National Archives when 25 (twenty-five) years old

NOTE: Recordkeeping copy is paper.

DispAuthNo: N1-059-08-09, item 3a

Date Edited: 11/7/2008

A-21-061-03b **Non-recordkeeping Copies of Electronic Records**

Description: Includes non-recordkeeping copies of the following:

a. Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups,

b. Historical files Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Disposition: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (Supersedes GRS 4.3, item 040)

DispAuthNo: DAA-GRS-2016-0016-0002 (G

Date Edited: 9/28/2017

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A-21-061-04	Biographic Files
Description:	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc. a. Official Files
Disposition:	TEMPORARY: Retain in the office. Screen and destroy when no longer needed. (Formerly N1-059-99-14, item 3a).
DispAuthNo:	N1-059-08-09, item 4a
	Date Edited: 11/7/2008
A-21-061-05a(1)	Briefing Books
Description:	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. a(1). Master set.
Disposition:	PERMANENT: Retire when 5 (five) years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25 (twenty-five) years old. NOTE: Recordkeeping copy is paper. (Formerly N1-059-99-14, item 6a[1]).
DispAuthNo:	N1-059-08-09, item 5a(1)
	Date Edited: 11/7/2008
A-21-061-05b	Briefing Books
Description:	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. b. Duplicate set.
Disposition:	TEMPORARY: Destroy when 1(one) year old or when no longer needed. (Formerly N1-059-99-14, item 6b).
DispAuthNo:	N1-059-08-09, item 5b
	Date Edited: 11/7/2008

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A-21-061-06a **Task Force/ Working Group Files**

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

a.7th Floor Task Force/ Working group

Disposition: Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by the Operations Center, Executive Secretariat (S/ES-O), destroy 1 (one) year after termination of the Task Force. The Executive Secretariat (S/ES) is responsible for the historical record.

(Formerly N1-059-95-20, item 3a).

DispAuthNo: N1-059-08-09, item 6a

Date Edited: 11/7/2008

A-21-061-6b **Task Force/Working Group Files**

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

b. Bureau Level Task Force/Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT: Transfer to RSC 1 (one) year after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 (twenty-five) years old.

NOTE: Recordkeeping copy is paper.

(Formerly N1-059-95-20, item 3b).

DispAuthNo: N1-059-08-09, item 6b

Date Edited: 11/7/2008

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South and Central Asian Affairs- Press and Public Diplomacy Office

A-21-062-01 Public Diplomacy Program Files

Description: Records consist of information related to the coordination and support of public diplomacy activities, outreach activities, countering violent extremism (CVE) strategies, and education and cultural affairs in the SCA region. The documentation includes but not limited to copies of: correspondence, cables, briefing checklists (BCLs), toolkits, reports, memorandums, notes, and other related documentation.

Disposition: Temporary. Cut off at end of calendar year. Destroy 7 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2017-0005-0001 **Date Edited:** 11/23/2017

A-21-062-02 Press and Public Affairs Files

Description: Records consist of information regarding the press and public affairs activities on behalf the Assistant Secretary and the bureau. The documentation include but not limited to press guidance, media reports, speaker biographies, editorials press clippings, public remarks by government and SCA officials, and other related information.

Disposition: Temporary. Cut off at end of calendar year. Destroy 3 years after cutoff or when no longer needed for business use, whichever is later.

DispAuthNo: DAA-0059-2017-0005-0002 **Date Edited:** 11/23/2017

A-21-062-03 Working Files

Description: Files include, but not limited to, convenience copies of cables, letters, intelligence reports, emails, notes, preliminary drafts, similar materials used in the transaction of Department business or other related information. Information used in the preparation of other documents constitute working papers or files.

Disposition: Temporary. Cutoff at the end of calendar year or when project is terminated. Destroy/delete 3 years after cutoff or when no longer needed, whichever is sooner.

DispAuthNo: DAA-0059-2017-0005-0003 **Date Edited:** 11/23/2017

A-21-062-04 Briefing Books –All Other Copies

Description: Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.

Disposition: Temporary. Destroy/delete when 1 year old or when no longer needed, whichever is sooner.

DispAuthNo: DAA-0059-2017-0005-0004 **Date Edited:** 11/23/2017

U.S. Department of State Records Schedule

Chapter 21: Geographic Area Affairs Records

South and Central Asian Affairs - Regional Affairs

A-21-063-01a **Regional Affairs**

Description: Regional Affairs, established in 1992, has special responsibility for nuclear and missile nonproliferation and regulation security issues. Additional issues include, but are not limited to: terrorism, narcotics, refugees, human rights, congressional and press relations.

Subject or Program Files. Information set up by TAGS/Terms, country, subject, and organization documenting the office guidance and instruction on policy developments or issues regarding regional security, nuclear and missile nonproliferation and general issues. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

a. Official Files

Disposition: Destroy when 2-years old.

DispAuthNo: N1-059-99-15, item 1a **Date Edited:** 4/1/1999

A-21-063-02a **Press Media Reports**

Description: Cables from countries when the Assistant Secretary, as well as others in the bureau that were quoted, questions and answers, press briefings.

a. Official Files

Disposition: Destroy when no longer needed or when 2-years old.

DispAuthNo: N1-059-99-15, item 2a **Date Edited:** 9/16/2013

A-21-063-03 **Chronological Files**

Description: Copies of outgoing cables and correspondence used strictly for convenience.

Disposition: Destroy when 1-year old or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-99-15, item 3 **Date Edited:** 9/16/2013

A-21-063-04a **Biographic Files**

Description: Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials and military leaders.

a. Official Files

Disposition: Retain in the office. Screen and destroy when no longer needed.

DispAuthNo: N1-059-99-15, item 4a **Date Edited:** 9/16/2013

U.S. Department of State Records Schedule

Chapter 21: Geographic Area Affairs Records

A-21-063-05a **Export and Foreign Policy Logs**

Description: Application/License for Temporary Export of Unclassified Defense Articles. Case files maintained in notebooks by Control Number seeking clearance to ship articles to SCA posts.

 a. Paper

Disposition: Destroy when 6-months old.

DispAuthNo: N1-059-99-15, item 5a **Date Edited:** 9/16/2013

A-21-063-05b **Export and Foreign Policy Logs**

Description: Application/License for Temporary Export of Unclassified Defense Articles. Case files maintained in notebooks by Control Number seeking clearance to ship articles to SCA posts.

 b. Computer Log.

Disposition: Destroy log maintained on system when no longer needed.

DispAuthNo: N1-059-99-15, item 5b **Date Edited:** 9/16/2013

A-21-063-06a **Intern Applications**

Description: a. Applications for overseas internship by college students received from FSI. Maintained in selected and non-selected files.

Disposition: Destroy selected files upon completion of internship - approximately 10-weeks.

DispAuthNo: N1-059-99-15, item 6a **Date Edited:** 9/16/2013

A-21-063-06b **Intern Applications**

Description: b. Applications for overseas internship by college students received from FSI. Maintained in selected and non-selected files.

Disposition: Return non-selected applications to Intern Office at FSI when no longer needed.

DispAuthNo: N1-059-99-15, item 6b **Date Edited:** 9/16/2013

U.S. Department of State Records Schedule

Chapter 21: Geographic Area Affairs Records

A-21-063-07a**Performance Plans**

Description: Yearly plans documenting mission or bureau proposed actions to carry out U.S. foreign policy and relations with countries in the South and Central Asian region. Plans also document how resources are allotted.

a. Mission Performance Plans. Plans submitted by SCA/INSB and SCA/P to be incorporated into bureau plans.

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

DispAuthNo: N1-059-99-15, item 7a

Date Edited: 4/1/1999

A-21-063-07b**Performance Plans**

Description: Yearly plans documenting mission or bureau proposed actions to carry out U.S. foreign policy and relations with countries in the South and Central Asian region. Plans also document how resources are allotted.

b. Bureau Performance Plans. Summarization of approved mission plans and associated funding.

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

DispAuthNo: N1-059-99-15, item 7b

Date Edited: 4/1/1999
