Chapter 25: Population, Refugees, and Migration Records

General [Including Office of the Assistant Secretary and Front Office]

A-25-001- 01a	Subject/Organization/Country Files		
Description:	Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries. a. Policy and procedural files documenting the development and implementation of U.S. policies and procedures, including inter-Departmental policy and procedural guidance, financial plans, and budget records which reflect substantive policy decisions, and the work of the Policy and Program Review Committee (PPRC).		
Disposition:	Permanent. Retire to RSC when 5 years old for transfer to Washington National Records Center. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-059-95-23, item 1a Date Edited: 4/1/1999		
A-25-001- 01b	Subject/Organization/Country Files		
Description:	Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.		
	memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary		
	memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary		
Disposition:	 memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries. b. Administrative and operational files consisting of correspondence, memoranda, copies of responses to congressional inquiries, press guidance, budget and financial plan working papers, office copies of travel vouchers and personnel papers, and other documentation accumulated incident to routine administrative and 		

A-25-001- 02a	Chronological files of correspondence, memoranda and telegrams		
Description:	a. Maintained by or for Assistant Secretary and Deputy Assistant Secretaries or equivalents (may be maintained by incumbent or Staff Assistant).		
Disposition:	Permanent. Retire to RSC when 1 year old for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-059-95-23, item 2a Date Edited: 4/1/1999		
A-25-001- 02b	Chronological files of correspondence, memoranda and telegrams		
Description:	b. All other offices		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	N1-059-95-23, item 2b Date Edited: 4/1/1999		
A-25-001-	Reports, Publications and Printed and Processed Material		
03a	······································		
03a Description:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material.		
	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and		
	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material.		
Description:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files. Permanent. Retire to RSC in 10-year blocks for transfer to the Washington		
Description: Disposition:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files. Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.		
Description: Disposition: DispAuthNo: A-25-001-	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files. Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old. N1-059-95-23, item 3a Date Edited: 4/1/1999		
Description: Disposition: DispAuthNo: A-25-001- 03b	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files. Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old. N1-059-95-23, item 3a Date Edited: 4/1/1999 Reports, Publications and Printed and Processed Material Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and		
Description: Disposition: DispAuthNo: A-25-001- 03b	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files. Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old. N1-059-95-23, item 3a Date Edited: 4/1/1999 Reports, Publications and Printed and Processed Material Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material.		

A-25-001- 04a	Briefing Books-Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials		
Description:	a. Master File		
Disposition:	Permanent. Retire when 5 years old or when no longer needed, whichever is sooner, to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-059-95-23, item 4a	Date Edited:	4/1/1999
A-25-001- 04b	Briefing Books-Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials		
Description:	b. All other copies.		
Disposition:	Destroy when 1 year old or when	no longer needed, w	hichever is sooner.
DispAuthNo:	Destroy when 1 year old or when no longer needed, whichever is sooner. N1-059-95-23, item 4b Date Edited: 4/1/1999		

Chapter 25: Population, Refugees, and Migration Records

Office of the Executive Director

A-25-002-01	Automation Documentation File		
Description:	Arranged by automation project and subject. Memoranda, contracts, system requirements, operating procedures, training information, maintenance records, general correspondence, correspondence with vendors, copies of invoices, telegrams, inventories, lease information. Documentation date from 1984-93.		
Disposition:	Destroy 1 year after system is no longer in use.		
DispAuthNo:	N1-059-95-23, item 5 Date Edited: 4/1/1999		
A-25-002- 02a	Refugee Admission Statistics-Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports		
Description:	a. South East Asian Refugees.		
Disposition:	Permanent. Retire to the RSC at the Action (CPA) for transfer to the WNRC 30 years old.		•
DispAuthNo:	N1-059-95-23, item 6a Date Edited: 4/1/1999		
A-25-002- 02b	Refugee Admission Statistics-Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports		
Description:	b. World Wide Refugees (all others).		
Disposition:	Permanent. Retire to the RSC when ² WNRC. Transfer to the National Arch		
DispAuthNo:	N1-059-95-23, item 6b	Date Edited:	4/1/1999

A-25-002- 03a	Abacus Program, Budget and Funds Tracking System			
Description:	 a. System Stored Data File System contains project names, creation dates, approval dates, funding amounts, and other information from grants, agreements, proposals, budgets, and obligation, disbursement and other financial documentation from Non-Governmental or International Organizations and the Department from 2005 to the present. Data searchable by available data fields, including funding sources, dates, keywords, organization awardees, program officers, and program/project. Information used for data entry comes from proposals, grants and agreements, and obligation and disbursement documentation. 			
Disposition:	Temporary. Cutoff at end of fiscal year when funds obligated. Destroy 10 years after cutoff or when no longer needed for agency business, whichever is later.			
DispAuthNo:	N1-059-09-07, item 1a	Date Edited:	9/10/2009	
A-25-002- 03b	Abacus Program, Budget and Funds Tracking System			
Description:	 b. System Outputs Status reports, congressional reports, financial and budget reports. 			
Disposition:	Temporary. Destroy when no long	Temporary. Destroy when no longer needed.		
DispAuthNo:	N1-059-09-07, item 1b	Date Edited:	9/10/2009	
DispAuthNo: A-25-002- 03c	N1-059-09-07, item 1b Abacus Program, Budget and F			
A-25-002-				
A-25-002- 03c	Abacus Program, Budget and F	Funds Tracking Sys	tem / plans, audit anuals, output specifications,	
A-25-002- 03c	Abacus Program, Budget and F c. Documentation Data systems specification, file sp recommendations, codebooks, re	Funds Tracking Sys becifications, security ecord layouts, user m er file, database or ot the project/activity/tr stem is terminated, o	tem / plans, audit anuals, output specifications, her electronic records. ansaction is completed or or the associated data is	

A-25-002- 03d	Abacus Program, Budget and Funds Tracking System		
Description:	d. Backups of Files		
	Stored data file is backed up to tape on a weekly basis. Duplicate tapes are rotated offsite to the upgrade contractor, Agency for International Development (USAID) to ensure data availability in case of disaster.		
Disposition:	Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).		
DispAuthNo:	GRS 3.2, item 051 Date Edited: 5/21/2015		

Chapter 25: Population, Refugees, and Migration Records

Office of Refugee Admissions

A-25-003-01	Proposal Process Files		
Description:	Working files of Reception and Placement (R and P) Program announcements, R and P proposals from voluntary agencies, copies of R and P cooperative agreements and program guidelines. Record copies of approved proposals and cooperative agreements are maintained by the Comptroller.		
Disposition:	TEMPORARY: Destroy working files after two (2) years. (Ref. N1-059-95-23, item 7)		
DispAuthNo:	N1-059-08-03, item 1	Date Edited:	5/30/2008
A-25-003-02	Reception and Placement (R and P) Program Voluntary Agency and Affiliate Monitoring Reports		
Description:	Program auditing reports, related correspondence, schedules, copies of caseload reports, interview records, and other documentation accumulated during monitoring of R and P voluntary agency or affiliate.		
Disposition:	PERMANENT: Cutoff at end of fiscal year. Hold in office area for three (3) years and then retire to Records Service Center (RSC). Transfer to the National Archives when twenty-five (25) years old. (Ref. N1-059-95-23, item 8)		
DispAuthNo:	N1-059-08-03, item 2 Date Edited: 5/30/2008		

Chapter 25: Population, Refugees, and Migration Records

A-25-003-03 Intermediary Records

- **Description:** The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.
 - a. Data Inputs, regardless of format

Description: Regardless of format data is received electronically or directly keyed into the system by Overseas Processing Entities (OPE), under cooperative agreement with PRM. Refugee Processing Center (RPC) users enter data in the United States. Voluntary agencies also provide data files with assurance and post-arrival data. Some data, such as photos and forms are scanned directly into the system.

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

A-25-003- 03a	Worldwide Refugee Admissions Processing System (WRAPS)		
Description:	The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.		
	b. Master File		
	Description: Content includes refugee application biographic information such as name, date of birth, biometric identification, education, languages, and tracking or status items (cleared, approved, etc.) Records are stored at both the case level and the individual level. Paper copy maintained by Overseas processing entity (OPE) prior to refugee's travel to the United States; Privacy Act System of Records, STATE-50, Overseas Refugee Case Files, applies.		
Disposition:	TEMPORARY: Retain online for five (5) years after the refugee's arrival in the United States or case was inactivated, and then transfer to offline storage. Retain offline for ten (10) years. Delete when fifteen (15) years old. (Ref. N1-059-89-40)		
DispAuthNo:	N1-059-08-03, item 3b Date Edited: 5/30/2008		

A-25-003- 03b	Worldwide Refugee Admissions Processing System (WRAPS)				
Description:	The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.				
	c. Back up Files				
	Description: Master File databases a duplicate set of tapes is stored off-site disaster at the Refugee Processing C	e to ensure data a			
Disposition:	TEMPORARY: Destroy immediately a or replaced by a subsequent backup f				
DispAuthNo:	GRS 3.2, item 051	Date Edited:	GRS 3.2, item 051 Date Edited: 5/21/2015		
	Worldwide Refugee Admissions Processing System (WRAPS)				
A-25-003- 03c	Worldwide Refugee Admissions Pr	ocessing Systen	n (WRAPS)		
	Worldwide Refugee Admissions Pr The Worldwide Refugee Admissions Pr Office of Refugee Missions, Refugee successor to the Refugee Data Center in 1978; records responsibility for proo RPC when RDC closed in 2001. RDC database of information used to track the program. The stages include appl Department of Homeland Security (DI and assurance, travel, U.S. arrival, an centralized system allows PRM/A to m System of Records, STATE-60 applie	Processing Syster Processing Center (RDC) in New Y cessing refugees C data was migrate refugee applicant ication, pre-screen HS) interview, me id post-arrival add nanage the admis	m (WRAPS) operates in the er (RPC), which is the ork. The RDC was created worldwide transferred to ed to WRAPS. WRAPS is a ts through various stages of ning, name checks, dical screening, allocation lress information. The		
03c	The Worldwide Refugee Admissions I Office of Refugee Missions, Refugee successor to the Refugee Data Center in 1978; records responsibility for proo RPC when RDC closed in 2001. RDC database of information used to track the program. The stages include appl Department of Homeland Security (DI and assurance, travel, U.S. arrival, an centralized system allows PRM/A to n	Processing Syster Processing Center (RDC) in New Y cessing refugees C data was migrate refugee applicant ication, pre-screen HS) interview, me id post-arrival add nanage the admis	m (WRAPS) operates in the er (RPC), which is the ork. The RDC was created worldwide transferred to ed to WRAPS. WRAPS is a ts through various stages of ning, name checks, dical screening, allocation lress information. The		
03c	The Worldwide Refugee Admissions I Office of Refugee Missions, Refugee successor to the Refugee Data Center in 1978; records responsibility for proo RPC when RDC closed in 2001. RDC database of information used to track the program. The stages include appl Department of Homeland Security (DI and assurance, travel, U.S. arrival, an centralized system allows PRM/A to n System of Records, STATE-60 applie	Processing Syster Processing Center Processing Center (RDC) in New Y cessing refugees C data was migrate refugee applicant ication, pre-screen HS) interview, me id post-arrival add nanage the admis s.	m (WRAPS) operates in the er (RPC), which is the fork. The RDC was created worldwide transferred to ed to WRAPS. WRAPS is a ts through various stages of ning, name checks, dical screening, allocation lress information. The sions program. Privacy Act		
03c	The Worldwide Refugee Admissions I Office of Refugee Missions, Refugee successor to the Refugee Data Center in 1978; records responsibility for proo RPC when RDC closed in 2001. RDC database of information used to track the program. The stages include appl Department of Homeland Security (DI and assurance, travel, U.S. arrival, an centralized system allows PRM/A to n System of Records, STATE-60 applie d. Outputs Description: Regardless of format the included in the refugee file and statistic checks, information is exported electron	Processing Syster Processing Center Processing Center (RDC) in New Y cessing refugees C data was migrate refugee applicant ication, pre-screen HS) interview, me d post-arrival add nanage the admis s.	m (WRAPS) operates in the er (RPC), which is the fork. The RDC was created worldwide transferred to ed to WRAPS. WRAPS is a ts through various stages of ning, name checks, dical screening, allocation ress information. The sions program. Privacy Act		

A-25-003- 03d	Worldwide Refugee Admissions Processing System (WRAPS)		
Description:	 The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies. e. System Documentation Description: Concept of Operations; Technical Architecture; Data Management Plan; Designs; User Manuals; Help Screens; Data Dictionaries, and final reports 		
	(regardless of medium) relating to a master file or database that is authorized for destruction by the GRS or a NARA approved disposition Schedule.		
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-25-003-04	Non-recordkeeping Copies of Electr	onic Records		
Description:	Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:			
	 documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments electronic spreadsheets digital still pictures or posters digital video or audio files digital maps or architectural drawings copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves 			
	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 names of sender and recipients, date (purposes), and any receipt data, along information should be individual accoulist.	transmission data with the message	a for recordkeeping e text. Sender/recipient	
Disposition:	Temporary. Destroy immediately after otherwise preserving, but longer retent use. (Supersedes GRS 4.3, item 040)			
DispAuthNo:	DAA-GRS-2016-0016-0002 (G	Date Edited:	9/28/2017	

Chapter 25: Population, Refugees, and Migration Records

Office of the Comptroller

A-25-004-01	OIG Inspections and Audit Reports - Arranged alphabetically by subject, organization and title			
Description:	Inspection and audit reports, telegrams, and relating correspondence.			
Disposition:	Destroy when superseded by ne	Destroy when superseded by new inspection or audit.		
DispAuthNo:	N1-059-95-23, item 10 Date Edited: 4/1/1999			
A-25-004-02	CPA Audit Files			
Description:	Correspondence, memorandums, audits, and related documentation resulting from audits by private CPAs of private organizations receiving grant money for refugee-related matters.			
Disposition:	Retire to RSC when 3 years old. Destroy 6 years and 3 months after final payment.			
DispAuthNo:	N1-059-95-23, item 11	Date Edited:	4/1/1999	
A-25-004-03	GAO Reviews - Arranged by subject and organization			
Description:	Audit reports, telegrams, memoranda and relating correspondence.			
Disposition:	Destroy when superseded by ne	w review.		
DispAuthNo:	N1-059-95-23, item 12	Date Edited:	4/1/1999	
A-25-004-04	Cooperative Agreements on Overseas Programs			
Description:	Agreements, cables, memos, financial documentation, amendments, contractor reports, etc. pertaining to agreements between the Department and American or international organizations.			
Disposition:	Retire to RSC at the end of the fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.			
DispAuthNo:	N1-059-92-04, item 1	Date Edited:	4/1/1999	
A-25-004-05	Contributions to International	Organizations		
Description:	Memos, cables, purchase orders obligated by the Department of S			
Disposition:	Retire to RSC 3 years after end completed. Destroy when 10 ye		obligations were	
DispAuthNo:	N1-059-92-04, item 2	Date Edited:	4/1/1999	

Chapter 25: Population, Refugees, and Migration Records

Office of Population

A-25-005- 01a	Policy File				
Description:	a. Laws and mandates dictating international population policy.				
Disposition:	Destroy when superseded, obsolete, or no longer needed for current operations.				
DispAuthNo:	N1-059-88-36, item 1a	Date Edited:	4/1/1999		
A-25-005- 01b	Policy File				
Description:	b. Documents relating to the reaffirmation of U.S. policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation.				
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.				
DispAuthNo:	N1-059-88-36, item 1b	Date Edited:	4/1/1999		
A-25-005-02	Country File				
Description:	Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demo graphic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents.				
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.				
DispAuthNo:	N1-059-88-36, item 2	Date Edited:	4/1/1999		
A-25-005- 03a	UN Fund for Population Activities (UNFPA)				
Description:	a. General.				
	Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, inter-country activities, and other related documents.				
Disposition:	Maintain in 3 year blocks. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old.				
DispAuthNo:	N1-059-88-36, item 3a	Date Edited:	4/1/1999		

A-25-005- 03b	UN Fund for Population Activities (UNFPA)			
Description:	b. International meetings and conferences.			
	Documents relating to strategic planning for the promotion of economic development and human rights. Includes draft resolutions, U.S. preparatory documents, position papers, press conference material, press releases, statement by heads of delegations and other related documents.			
Disposition:	Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.			
DispAuthNo:	N1-059-88-36, item 3b Date Edited: 4/1/1999			
A-25-005- 03c	UN Fund for Population Activities (UNFPA)			
Description:	c. International organizations.			
	Documents dealing with cooperative programs, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance.			
Disposition:	Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.			
DispAuthNo:	N1-059-88-36, item 3c Date Edited: 4/1/1999			
A-25-005-04	International Development			
Description:	Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign aid assistance, population aid proposals, and documents reflecting the impact of family planning services on population.			
Disposition:	Block annually. Retire to RSC when 10 years old. Destroy when 15 years old.			
DispAuthNo:	N1-059-88-36, item 4 Date Edited: 4/1/1999			
A-25-005-05	National Security File			
Description:	Consists of information on population issues and programs, world demographic statements, documents reflecting meetings on world population, NSC annual reports, copies of CIA security studies, and other related documents.			
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-059-88-36, item 5 Date Edited: 4/1/1999			

A-25-005- 06a Description:	Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures a. Internal.				
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.				
DispAuthNo:	N1-059-88-36, item 6a	Date Edited:	4/1/1999		
A-25-005- 06b	Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures				
Description:	b. Other.				
Disposition:	Destroy when 6 months old.				
DispAuthNo:	N1-059-88-36, item 6b	Date Edited:	4/1/1999		
A-25-005-07	Hearings File				
Description:	Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub Committee. Included are question and answer papers concerning testimonies.				
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 25 years old.				
DispAuthNo:	N1-059-88-36, item 7	Date Edited:	4/1/1999		