
U.S. Department of State Records Schedule

Chapter 39: Bureau of Energy Resources

Bureau of Energy Resources Front Office (ENR/FO)**A-39-001-01 Assistant Secretary/Special Envoy and Deputy Assistant Secretary Subject Files**

Description: Files contain information relating to activities of the Assistant Secretary/Special Envoy, Deputy Assistant Secretary, or any other high level official that can sign on their behalf, pertaining to the development and formulation of foreign policy positions or the setting of precedents in executing the mission programs of the Department. These files include, but are not limited to, memorandums, cables, background papers, reports and other relevant correspondence.

Disposition: Permanent. Cutoff records at the end of the incumbent tenure. Retire to the Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later. Transfer to the National Archives 25 years after the cutoff.

DispAuthNo: DAA-0059-2014-0022-0001 **Date Edited:** 9/3/2015

A-39-001-02 Front Office Correspondence Files

Description: Outgoing correspondence requiring the attention of the Assistant Secretary/Special Envoy, Deputy Assistant Secretary, or any other high level official that can sign on their behalf. This includes, but is not limited to, action and briefing memorandums, cables, reports and other relevant correspondence.

Disposition: Permanent. Cutoff at the end of the calendar year. Retire to Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: DAA-0059-2014-0022-0002 **Date Edited:** 9/3/2015

A-39-001-03 Front Office Routine Correspondence Files

Description: Incoming correspondence including, but not limited to, memorandums, notes and other information that no documented actions are taken.

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

DispAuthNo: DAA-0059-2014-0022-0003 **Date Edited:** 9/3/2015

A-39-001-04 Daily Activity Reports

Description: Reports prepared for and consolidated by the Assistant Secretary/Special Envoy office on the substantive work of officers in ENR, key foreign policy issues or positions. Copies of consolidated reports are distributed to each action office for information.

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

DispAuthNo: DAA-0059-2014-0022-0004 **Date Edited:** 9/3/2015

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A-39-001-05 Briefing Books - Assistant Secretary/Special Envoy

Description: Master copy prepared for the Assistant Secretary/Special Envoy and other high-level officials relating to visits by foreign dignitaries and other high-level officials. Include, but not limited to, briefing papers outlining essential information for use in meetings, international conferences, schedules, and travel, or other important activities.

Disposition: Permanent. Cutoff at the end of calendar year. Retire to RSC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: DAA-0059-2014-0022-0005 **Date Edited:** 9/3/2015

A-39-001-06 Briefing Books - All Other Copies

Description: All other copies of briefing books prepared for the Secretary of State, Assistant Secretary/Special Envoy and other high-level officials relating to visits by foreign dignitaries and other high-level officials. Include, but not limited to, briefing papers outlining essential information for use in meetings, international conferences or other important activities.

Disposition: Temporary. Destroy when no longer needed for business purposes.

DispAuthNo: DAA-0059-2014-0022-0006 **Date Edited:** 9/3/2015

A-39-001-07 Biographic Files

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

Disposition: Temporary. Review annually. Delete and/or remove file of individuals no longer of interest. Destroy news articles, news clippings and related correspondence. Offer cables and other documents (not previously distributed by INR) to INR Office of Intelligence Operations.

DispAuthNo: DAA-0059-2014-0022-0007 **Date Edited:** 9/3/2015

A-39-001-08 Assistant Secretary/Special Envoy's Calendar

Description: Calendar for the Assistant Secretary/Special Envoy, or any other high level official that can sign on their behalf.

Disposition: Permanent. Cutoff at the end of the calendar year. Retire to Records Service Center (RSC) 3 years after cutoff or when no longer needed, whichever is later. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: DAA-0059-2014-0022-0008 **Date Edited:** 9/3/2015

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ENR Regional Offices (ENR/EDP/EWA-MEA)

A-39-002-01 Country Files

Description: Regional files include, but not limited to, copies of memorandums, briefing checklists, telegrams, reports, maps, presentations, documentation and other related correspondence regarding the management, implications and influence of traditional hydrocarbon resources and other energy resources concerns.

Disposition: Temporary. Cutoff at the end of the calendar year. Destroy/delete 7 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2015-0002-0001 **Date Edited:** 6/22/2015

A-39-002-02 Program/Project Files

Description: Project files include, but are not limited to, copies of telegrams, memorandums, briefing checklists, talking points, letters of correspondence, Presidential Permit applications and supporting documentation, letters of inquiry, records of decision, relevant Executive Orders and related correspondence reflecting the Department's role in processing Presidential Permit applications for cross-border pipelines under Executive Order 13337 which delegates to the Secretary of State the President's authority to receive applications for permits for the construction, connection, operation, and/or maintenance of facilities for the exportation or importation of petroleum, petroleum products, coal, or other fuels (except natural gas) at the border of the United States, and to issue or deny such Presidential Permits upon a national interest determination.

Disposition: Temporary. Cutoff at the end of the calendar year. Destroy/delete 7 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2015-0002-0002 **Date Edited:** 6/22/2015

A-39-002-03 Working Files

Description: Files include, but not limited to, copies of gas line permits, approval documentation, cables, memorandums, background information and other related correspondence regarding energy resources concerns.

Disposition: Temporary. Cutoff at the end of the calendar year in which the project is closed. Screen out official documents for incorporation in the appropriate program or project files upon completion of the activity. Destroy/delete 2 years after cutoff or when no longer needed, whichever is longer.

DispAuthNo: DAA-0059-2015-0002-0003 **Date Edited:** 6/22/2015

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A-39-002-04 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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Office of Energy Programs (ENR/EGA/EP)**A-39-003-01 Program Files**

Description: Files contain information regarding the improvement of energy governance that includes, but not limited to, copies of funding and budgetary materials, foreign assistance resources, interagency agreements, operational plans, congressional notifications, grant documents, contract documents and other related documentation regarding energy concerns.

Disposition: Temporary. Cutoff at the end of calendar year or when project end and/or is terminated. Destroy 5 years after cutoff.

DispAuthNo: DAA-0059-2015-0003-0001 **Date Edited:** 9/28/2015

A-39-003-02 Subject Files

Description: Files contain documents regarding the policies and procedures, relating to energy governance, issues and security. Files include, but not limited to, briefing checklists, briefing papers, talking points, congressional documents, speeches, presentation materials and other related information. Files maintained by subject and/or project.

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

DispAuthNo: DAA-0059-2015-0003-0002 **Date Edited:** 9/28/2015

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Office of Alternative and Renewable Energy (ENR/ETR/ARE)**A-39-004-01 Program/Project Files**

Description: Contains information reflecting implementation and development of renewable, cleaner and alternative energy resources and technologies in the international market. The files include, but not limited to, copies of cables, memorandums, reports, financial evaluations and other related correspondence pertaining to energy transformation.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 5 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2015-0007-0001 **Date Edited:** 9/28/2015

A-39-004-02 Advisory Board, Committee and Organizational Historical Files

Description: Contains documentation of subcommittees, working groups, or other subgroup/foundation activities that support reports and recommendations to the parent committee and/or organization regarding sustainable and renewable energy resources, but does not include organizations governed under the Federal Advisory Committee Act (FACA). The parent organizations include, but are not limited to the UN Sustainable Energy for All Initiative (SE4ALL) and the International Renewable Energy Agency (IRENA). The documents may include, but not limited to, correspondence, briefing materials, reports, transcripts and other related information.

Disposition: Permanent. Cut off at the end of the calendar year or when advisory board, subcommittees and/or working groups are terminated. Transfer to the National Archives 25 years after the cutoff.

DispAuthNo: DAA-0059-2015-0007-0002 **Date Edited:** 9/28/2015

A-39-004-03 Advisory Board, Committee and Organizational Working Files

Description: Documentation related to day-to-day activities and/or do not contain unique information of historical value. The files include, but not limited to, routine correspondence, request for information, reference copies of meeting agenda and minutes, publications, pamphlets, studies, and other related information.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 3 years after the cutoff.

DispAuthNo: DAA-0059-2015-0007-0003 **Date Edited:** 9/28/2015

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Office of Electricity and Energy Efficiency (ENR/ETR/EEE)**A-39-005-01 Regional/Country Files**

Description: Contains information related to country and regional electricity sectors and initiatives regarding power sector development, clean energy, energy efficiency and conservation, interconnection and cross-border trade in electricity that include, but not limited to, briefing papers, technical analyses, project requirements, financial information, strategies, policies and other regional energy-related issues.

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

DispAuthNo: DAA-0059-2014-0021-0001 **Date Edited:** 11/2/2015

A-39-005-02 Working Files

Description: Contains information related to country and regional electricity sectors and initiatives regarding power sector development, clean energy, energy efficiency and conservation, interconnection and cross-border trade in electricity that include, but not limited to, briefing papers, technical analyses, project requirements, financial information, strategies, policies and other regional energy-related issues.

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

DispAuthNo: DAA-0059-2014-0021-0002 **Date Edited:** 11/2/2015

A-39-005-03 Front Office Routine Correspondence Files

Description: Contain cables, memorandums, reports and other related correspondence reflecting developing global power markets that drive private demand and finance for energy infrastructure, power technologies and fuels that will transform the ways nations use and produce energy, help diversify energy supply, reduce pollution and address climate change that reflect formulation, coordination and implementation of policies.

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

DispAuthNo: DAA-0059-2014-0021-0003 **Date Edited:** 11/2/2015

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A-39-005-04 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

A-39-005-05 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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Office of Policy Analysis & Public Diplomacy (ENR/EGA/PAPD)

A-39-006-01 Press Guidance

Description: Documents generated and submitted to the Department spokesman concerning energy related issues and concerns for daily press briefings. Documents include, but not limited to, copies of press releases, Qs and As, talking points and other related information.

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

DispAuthNo: DAA-0059-2015-0011-0001 **Date Edited:** 4/27/2016

A-39-006-02 Editorials and Factsheets

Description: Contain background and source information used to produce publicity materials and other projects regarding energy related issues. Records include, but not limited to, visual aids, factsheets, brochures, and other related materials.

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

DispAuthNo: DAA-0059-2015-0011-0002 **Date Edited:** 4/27/2016

A-39-006-03 ENR Photographs

Description: Photographs of public engagements that include, but not limited to, energy related meetings, conferences and other related activities that the ENR senior officials participate and/or attend. Photographs are maintained by date, engagement and description.

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

DispAuthNo: DAA-0059-2015-0011-0003 **Date Edited:** 4/27/2016

A-39-006-04 Analysis Product

Description: Source materials that used to analyze and generate products that reflect improvements in energy governance and other related issues. The documents include, but not limited to, correspondence, telegrams/cables, memorandums, notes, excel spreadsheets, reports and other related information.

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

DispAuthNo: DAA-0059-2015-0011-0004 **Date Edited:** 4/27/2016

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A-39-006-05 ENR Energy Weekly - Newsletter

Description: Internal publication distributed to overseas posts and domestic offices reflecting energy issues and concerns. The files contain background/source materials that include, but not limited to, telegrams/cables, correspondence, notes, reports, newsletters and other energy related information.

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

DispAuthNo: DAA-0059-2015-0011-0005 **Date Edited:** 4/27/2016

A-39-006-06 International Energy Agency (IEA) Program Files

Description: Correspondence reflecting the operational activities of IEA. Documents include, but not limited to, rules and regulations, budget material, accreditation of candidates, staffing and personnel, Annual Report on U.S. Energy Policy and other related issues concerning IEA activities and operations.

Disposition: Temporary. Cutoff at the end of the calendar year. Destroy 10 years after cutoff or when no longer needed, whichever is later. (Supersedes N1-059-94-34, item 2)

DispAuthNo: DAA-0059-2015-0011-0006 **Date Edited:** 4/27/2016

A-39-006-07 International Energy Agency (IEA) Briefing Books – Other Copies

Description: Briefing books prepared for various committee and sub-committee meetings. Briefing materials reflect the U.S. Governments position on interagency policies and programs regarding energy concerns.

Disposition: Temporary. Cutoff at the end of the calendar year. Destroy 3 years after cutoff. (Supersedes N1-059-94-34, item 3b)

DispAuthNo: DAA-0059-2015-0011-0007 **Date Edited:** 4/27/2016

A-39-006-08 Public Comments/Correspondence [CLOSED]

Description: Correspondence received during public comment periods on the National Interest Determination that is prepared as part of Department's review for cross-border pipelines that include, but not limit to, Keystone XL, and/or facilities, associated with Presidential Permit applications under Executive Order 13337.

Disposition: Temporary. Cutoff when public comment period closed. Retire to the Records Service Center (RSC) after cutoff or when no longer needed reference, whichever is later. Destroy/delete 10 years after cutoff.

DispAuthNo: DAA-0059-2015-0011-0008 **Date Edited:** 4/27/2016

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Legacy International Energy Policy (IEP) Records

A-39-060-01 Country/Subject Files (Energy-Consumer Country Affairs)

Description: Telegrams, memorandums, reports and related correspondence reflecting relations with major energy importing countries on energy-related matters. Documents reflect formulation, coordination and implementation of policies affecting bilateral and multilateral relations with these countries, especially with members of the International Energy Agency.

Disposition: Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-34, item 1 **Date Edited:** 2/13/2017

A-39-060-02 International Energy Agency (IEA) Briefing Books-Prepared for various committee and sub-committee meetings. Briefing materials reflect U.S. Government position on interagency policies and programs.

Description: a. Master.

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

DispAuthNo: N1-059-94-34, item 3 **Date Edited:** 2/13/2017

A-39-060-03 North American Free Trade Agreement (NAFTA) Testimonies

Description: Copies of Congressional hearings on energy as well as correspondence from private concerns stating views and opinions on specific issues.

Disposition: Destroy when no longer needed for current operations.

DispAuthNo: N1-059-94-34, item 4 **Date Edited:** 2/13/2017

A-39-060-04 Country/Subject Files (Energy-Producer Country Affairs)

Description: Telegrams, memorandums, highlight reports, investment issues, economic indicators, talking points, initiatives and related correspondence reflecting U.S. international energy policy concerning energy producing countries, especially those exporting oil and natural gas, U.S. Government energy policies and initiatives, promotion of U.S. energy interests overseas, meetings of the IEA Committee on Non-Member Countries and the Standing Group on the Oil Market and related issues.

Disposition: Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-34, item 5 **Date Edited:** 2/13/2017

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A-39-060-05 General Commodity Policy Files

Description: Documents reflect international policy on commodities. Included are international organizations, telegrams, proposals, U.S. position papers, U.S. instructions, discussion papers, briefing material, background information and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-35, item 1 **Date Edited:** 2/13/2017

A-39-060-06 General Commodities Files - Arranged by subject/country

Description: Documents reflect international agreements covering individual commodities, representation by the Department at interagency meetings and the U.S. Government at international meetings. Included are telegrams, memorandums, study material, mining projects, mineral production and sale, industrial outlook reports and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-35, item 2 **Date Edited:** 2/13/2017

A-39-060-07 Commodities Organization Files

Description: Documents reflect general background information on the administration and operations of international organizations and study groups such as the International Natural Rubber Organization and Study Group. Included are expenditures and budget, funding, magazine articles, forum information and related correspondence.

Disposition: Destroy when 5 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-059-94-35, item 3 **Date Edited:** 2/15/2017

A-39-060-08 International Tropical Timber Organization (ITTO) Files - Arranged by country/subject

Description: Documents provide historical background information on ITTO which was established in 1985 to promote cooperation between producers and consumers of tropical timber by collecting and publishing market data and by sponsoring a range of separately funded projects in the areas of forest management, reforestation, forest industry and market intelligence. Included are telegrams, background documentation, ad hoc working group papers, global forestry convention documents, congressionals, ITTO integrated action plans, proposed levies and related correspondence.

Disposition: Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

DispAuthNo: N1-059-94-35, item 4 **Date Edited:** 2/15/2017

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A-39-060-09 Law of the Seas (Deep Seabed Mining) Files - Arranged by country/subject

Description: Documents reflect historical background information dating back to the 70s on the exploration and exploitation of deep seabed minerals. Included are telegrams, press guidance, perspectives on the exploration of deep seabed minerals, congressionals, deep seabed research, conflict resolution agreements, legislation and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-35, item 5 **Date Edited:** 2/15/2017

A-39-060-10 National Defense Stockpile (NDS) Files - Arranged by country/subject

Description: Documents reflect access to strategic and critical materials. Included are assessment reports which provide willingness and ability of individual countries to supply the U.S. with strategic and critical materials in wartime, telegrams regarding stockpiled materials, contacts with other embassies concerning proposed disposal levels for certain materials and commodities, meetings on NDS requirements, legislation, market impact committee meetings, senate hearings, executive summaries, memorandums of understanding, study group negotiations, congressional and highlight reports and related correspondence.

Disposition: Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-94-35, item 6 **Date Edited:** 2/15/2017

A-39-060-11 Resource Reporting Officer Files

Description: Documents reflect Resource Officer positions overseas. Officers report on non-food commodities (mineral resources). Program was set up in 1975 and replaced former mineral attaches overseas. Included are positions papers, funding documents, preparations for training, activities dealing with U.S. Geological Survey and U.S. Bureau of Mines, mineral reports and related correspondence.

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

DispAuthNo: N1-059-94-35, item 7 **Date Edited:** 2/15/2017
