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**U.S. Department of State Records Schedule**

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**General****B-13-001-01      Officer Working Files**

**Description:** Files maintained by or for individual officers consisting of extra or information copies of telegrams, memos, organization and conference documents, preliminary or rough drafts of communications, reports and other documentation.

**Disposition:** TEMPORARY: Destroy when no longer needed for current work assignment or project.

**DispAuthNo:** Non-Record

**Date Edited:** 4/1/1999

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**B-13-001-02      Reference Files**

**Description:** Printed and processed publications received from the Department, other Federal agencies, national and international organizations, etc.

**Disposition:** TEMPORARY: Destroy when obsolete or of no further reference value.

**DispAuthNo:** Non-Record

**Date Edited:** 4/1/1999

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#### Research Unit

**B-13-002-01a**                      **Central Subject Files**

**Description:** Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c) Subject Files.

a. Paper recordkeeping copy.

**Disposition:** PERMANENT: Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-084-90-05, item 1a                      **Date Edited:** 4/1/1999

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**B-13-002-01b**                      **Central Subject Files**

**Description:** Official copies of records that document the substantive functions of the Mission, including all records which establish, discuss or define foreign policy. These records are divided into three classes: a) UN Section b) Country Files and c) Subject Files.

b. Extra copies.

**Disposition:** TEMPORARY: Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-084-90-05, item 1b                      **Date Edited:** 4/1/1999

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**B-13-002-02**                      **Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:** Reserved                      **Date Edited:** 4/1/1999

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**B-13-002-03a**                      **UN Letter File (1964-Present)**

**Description:** a. Notifications from UN of accessions to and ratification to treaties.

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** NN-173-126, item 6a                      **Date Edited:** 4/1/1999

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<b>B-13-002-03b</b>	<b>UN Letter File (1964-Present)</b>
<b>Description:</b>	b. Notifications from U.S. registering international agreements with the UN.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-173-126, item 6b <b>Date Edited:</b> 4/1/1999
<b>B-13-002-03c</b>	<b>UN Letter File (1964-Present)</b>
<b>Description:</b>	c. Correspondence relating to UNDP projects, project summaries, U.S. Government comments, etc.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old. Supersedes NC-84-76-1, item 3a
<b>DispAuthNo:</b>	N1-084-90-05, item 3 <b>Date Edited:</b> 5/18/2012
<b>B-13-002-03d</b>	<b>UN Letter File (1964-Present)</b>
<b>Description:</b>	d. All other routine correspondence with UN.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-173-126, item 6e <b>Date Edited:</b> 4/1/1999
<b>B-13-002-04a</b>	<b>Telegram Files dated 1964-Present</b>
<b>Description:</b>	a. Telegrams sent to USUN for information, arranged by post.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old, if no longer needed.
<b>DispAuthNo:</b>	NN-173-126, item 8b <b>Date Edited:</b> 4/1/1999
<b>B-13-002-04b</b>	<b>Telegram Files dated 1964-Present</b>
<b>Description:</b>	b. Telegrams sent ACTION USUN (incoming).
<b>Disposition:</b>	PERMANENT: Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old. (Note: 1974-1978 telegrams were destroyed previously under then existing schedules) Supersedes NC-173-126, item 8c
<b>DispAuthNo:</b>	N1-084-90-05, item 4b <b>Date Edited:</b> 5/18/2012

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<b>B-13-002-04c</b>	<b>Telegrams dated 1964-Present</b>
<b>Description:</b>	c. Telegrams from USUN to Department of State arranged sequentially.
<b>Disposition:</b>	PERMANENT: Transfer to the National Archives when 30 years old
<b>DispAuthNo:</b>	N1-084-90-05, item 4c(1) <b>Date Edited:</b> 8/19/2014
<b>B-13-002-05</b>	<b>Background and Position Books</b>
<b>Description:</b>	Includes files of legislative histories.
<b>Disposition:</b>	PERMANENT: Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	NC-084-76-01, item 1 <b>Date Edited:</b> 4/1/1999
<b>B-13-002-06a</b>	<b>Index Cards to USUN Central Documents and Subject Files</b>
<b>Description:</b>	a. Card Records, 1954-Present.
<b>Disposition:</b>	PERMANENT: Transfer to WNRC after microfilming and ascertaining that the film is an adequate substitute for the paper. Transfer to the National Archives along with related block of Central Subject Files. Supersedes NC1-84-78-4, item 1a
<b>DispAuthNo:</b>	N1-084-90-05, item 6a <b>Date Edited:</b> 5/18/2012
<b>B-13-002-06b</b>	<b>Index Cards to USUN Central Documents and Subject Files</b>
<b>Description:</b>	b. Microfilm Copies.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	NC1-084-78-04, item 1b <b>Date Edited:</b> 4/1/1999
<b>B-13-002-07a</b>	<b>Public and Congressional Correspondence Files</b>
<b>Description:</b>	a. Public Correspondence.
<b>Disposition:</b>	TEMPORARY: Destroy when 6 months old.
<b>DispAuthNo:</b>	NN-173-126, item 11a <b>Date Edited:</b> 4/1/1999

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<b>B-13-002-07b</b>	<b>Public and Congressional Correspondence Files</b>
<b>Description:</b>	b. Congressional Correspondence.
<b>Disposition:</b>	PERMANENT: Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old. Supersedes NN-173-126, item 11
<b>DispAuthNo:</b>	N1-084-90-05, item 7b
	<b>Date Edited:</b> 5/18/2012
<b>B-13-002-08</b>	<b>Departmental Publications, Releases, Circular Issuance, Publications of other Government Agencies; Legislative Publications and Documents</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy when superseded or no longer needed in current operations.
<b>DispAuthNo:</b>	NN-173-126, item 12
	<b>Date Edited:</b> 4/1/1999
<b>B-13-002-09</b>	<b>Acknowledgments by other UN Missions to the U.S. requests for support on UN candidates</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy after election has taken place.
<b>DispAuthNo:</b>	NN-173-126, item 13
	<b>Date Edited:</b> 4/1/1999
<b>B-13-002-10</b>	<b>Acknowledgments by other UN Missions of receipt of U.S. Government publications</b>
<b>Description:</b>	
<b>Disposition:</b>	TEMPORARY: Destroy after 60 days. Supersedes NN-173-126, item 14
<b>DispAuthNo:</b>	N1-084-90-05, item 8
	<b>Date Edited:</b> 5/18/2012
<b>B-13-002-11</b>	<b>Briefing Books</b>
<b>Description:</b>	Briefing Books for U.S. Representatives to UN on specific questions or as background for consultants, where material is duplicated elsewhere.
<b>Disposition:</b>	TEMPORARY: Destroy after purpose has been served.
<b>DispAuthNo:</b>	NN-173-126, item 15
	<b>Date Edited:</b> 4/1/1999

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#### **B-13-002-14      Research Memorandums**

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

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

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

**DispAuthNo:** N1-084-09-01, item 1

**Date Edited:** 5/29/2012

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#### **B-13-002-15      Acknowledgments by UN Missions**

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

**Disposition:** TEMPORARY. Screen files at the end of calendar year for substantive records related to elections and incorporate into the Central Subject File. Destroy the remaining documents determined to be not worthy of preservation when no longer needed. (Supersedes NN-173-126, item 13)

**DispAuthNo:** N1-084-09-01, item 2

**Date Edited:** 5/29/2012

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#### **B-13-002-16      Ambassadorial Schedules**

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

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

**DispAuthNo:** N1-084-09-01, item 4

**Date Edited:** 5/29/2012

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#### UN Management and Reform

**B-13-003-01 UN Applicants Files**

**Description:** Correspondence and forms regarding employment at UN Headquarters.

**Disposition:** TEMPORARY: Destroy 2 years after case becomes inactive.

**DispAuthNo:** NC1-084-78-02, item 2 **Date Edited:** 12/5/2008

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**B-13-003-02 General Inquiry Files**

**Description:** Correspondence from persons requesting general information regarding employment with international organizations, including requests for information on location of specific organizations, field office, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc. Arranged in alphabetical order by name of individual inquirer.

**Disposition:** TEMPORARY: Destroy when 2 years old or soon if no longer needed.

**DispAuthNo:** NC1-084-78-02, item 1 **Date Edited:** 4/1/1999

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**B-13-003-03 International Organizations Section Files on UN Finances, 1964-1965**

**Description:** Copies of telegrams, reports, speeches, press releases, background material, and memorandums related to the financial crisis facing the United Nations during the early 1960s due to a deficit resulting from many nations not paying their dues for peacekeeping operations.

**Disposition:** PERMANENT: Transfer to the National Archives and Records Administration immediately.

**DispAuthNo:** N1-084-99-03, item 5 **Date Edited:** 4/1/1999

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**B-13-004-05a**                      **Diplomatic Incidents Files**

**Description:** Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

a. Civil law and precedent cases.

**Disposition:** TEMPORARY: Destroy 2 years after case is resolved or litigation complete or when no longer a precedent.

**DispAuthNo:** N1-084-90-05, item 20a                      **Date Edited:** 4/1/1999

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**B-13-004-05b**                      **Diplomatic Incidents Files**

**Description:** Record of incidents involving foreign diplomats. Files maintained in two parts: 1) crimes, incidents committed against foreign diplomats and 2) crimes, incidents committed by foreign diplomats. Each part is then broken down by country of diplomat, incident and/or crime. Files also consist of civil lawsuits involving foreign diplomats including precedent setting cases.

b. Regular cases.

**Disposition:** TEMPORARY: Destroy when 5 years old.

**DispAuthNo:** NN-173-126, item 32                      **Date Edited:** 4/1/1999

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**B-13-004-06**                      **United Nations Missions Property Leases Files**

**Description:** Contains copies of leases and related correspondence for foreign mission personnel for mission or office space, mission personnel and ambassadors' residences or for any property owned or leased by UN Missions (country).

**Disposition:** TEMPORARY: Destroy three years after termination of lease and if any litigation, when it is concluded.

**DispAuthNo:** N1-084-90-05, item 21                      **Date Edited:** 4/1/1999

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**B-13-004-07**                      **Traffic Violation Files**

**Description:** Copies of form letters on behalf of foreign missions to police requesting the release of towed cars, and concerning incidents involving moving and parking violations.

**Disposition:** TEMPORARY: Destroy when 1 year old.

**DispAuthNo:** N1-084-90-05, item 22                      **Date Edited:** 4/1/1999

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<b>B-13-004-08a</b>	<b>Travel Restrictions Files</b>
<b>Description:</b>	General files including reports of possible violations, copies of notes bearing on travel restrictions.
<b>Disposition:</b>	TEMPORARY: Destroy when 10 years old.
<b>DispAuthNo:</b>	NN-173-126, item 33a
	<b>Date Edited:</b> 4/1/1999
<b>B-13-004-08b</b>	<b>Travel Restrictions Files</b>
<b>Description:</b>	b. Travel Requests Files.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-173-126, item 33b
	<b>Date Edited:</b> 4/1/1999
<b>B-13-004-09</b>	<b>Visa and Immigration General Files - Arranged alphabetically by country</b>
<b>Description:</b>	Contains information pertaining to visa and immigration matters in general as it relates to the United Nations and United Nations Secretariat.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-084-90-05, item 24
	<b>Date Edited:</b> 4/1/1999
<b>B-13-004-10</b>	<b>Extension of Stay Requests</b>
<b>Description:</b>	Requests for extension of stay from UN Secretariat and Foreign Missions to the UN, including copies of transmittal letters of INS, posted to indicate length of extension.
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old. Supersedes NN-173-126, item 27
<b>DispAuthNo:</b>	N1-084-90-05, item 21
	<b>Date Edited:</b> 5/18/2012
<b>B-13-004-11</b>	<b>Applications for Visas</b>
<b>Description:</b>	Loose-leaf binder containing copies of applications for NIVs for the UN community. Original forwarded to Department for approval.
<b>Disposition:</b>	TEMPORARY: Destroy 3 months after approval and receipt of visa.
<b>DispAuthNo:</b>	N1-084-90-05, item 26
	<b>Date Edited:</b> 4/1/1999

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<b>B-13-004-12a</b>	<b>Work Permit Files</b>
<b>Description:</b>	Consist of rules, regulations and documentation accumulated in the processing of requests by UN dependents for permission to work as well as name file of individuals requesting permission.  a. Rules, regulations and procedures.
<b>Disposition:</b>	TEMPORARY: Destroy when superseded.
<b>DispAuthNo:</b>	N1-084-90-05, items 27a
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-12b</b>	<b>Work Permit Files</b>
<b>Description:</b>	b. Name files.
<b>Disposition:</b>	TEMPORARY: Destroy 1 year after individual departs from the United Nations.
<b>DispAuthNo:</b>	N1-084-90-05, item 27b
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-13</b>	<b>International Organizations Section USUN Blue and White Lists, 1948-1967</b>
<b>Description:</b>	Copies of lists of members of the permanent missions to the UN who were entitled to diplomatic privileges and immunities (known as "Blue Lists" due to their blue cover) and lists of employees to the permanent missions as well ("White Lists").
<b>Disposition:</b>	TEMPORARY: Destroy immediately.
<b>DispAuthNo:</b>	N1-084-99-03, item 3
<b>Date Edited:</b>	4/1/1999
<b>B-13-004-14</b>	<b>USUN Blue and White Lists</b>
<b>Description:</b>	Blue books are a compilation of who had diplomatic privilege and immunity, in what position, and for how long. Used frequently to respond to inquiries from the Department to determine status of U.S. born children to foreign born parents who may have a connection to the UN community. Also includes list of employees to the permanent mission known as the "White Lists". Covers the period 1968 to present.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for operational purposes.
<b>DispAuthNo:</b>	N1-084-09-01, item 3
<b>Date Edited:</b>	5/29/2012

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#### Security

**B-13-005-01a**      **Investigation Files**

**Description:** a. DS-939, Report of Investigation, concerned primarily with verification of employment for personnel working at USUN.

**Disposition:** TEMPORARY: Destroy 1 year after termination of employment.

**DispAuthNo:** NN-173-126, item 36a      **Date Edited:** 4/1/1999

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**B-13-005-02**      **Reports of Security Violations**

**Description:** Includes reports on Civil Service, excepted and foreign service employees.

**Disposition:** TEMPORARY: Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS 18, item 24b      **Date Edited:** 4/1/1999

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**B-13-005-03**      **Protective Security Files**

**Description:** Includes documentation on the protective security detail provided for the Permanent Representative, and material pertaining to liaison with local police, Secret Service and others. Also includes copies of crank letters (originals sent to Washington).

**Disposition:** TEMPORARY: Destroy upon appointment of new Permanent Representative.

**DispAuthNo:** N1-084-90-05, item 30      **Date Edited:** 4/1/1999

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**B-13-005-04 Personnel Security and Access Clearance Records**

**Description:** Records about of people issued security clearances, and other clearances for access to Government facilities or to sensitive data, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes:

- questionnaires
- summaries of reports (including background files) prepared by the investigating agency
- documentation of agency adjudication process and final determination including correspondence between USUN, Department of State, and Boyer, Pennsylvania, regarding security clearances of USUN employees, including caterers, waiters and any others who may be employed by USUN whether temporary or seasonal. Also contains initial letter requesting security clearance issued by IO/R.

Files are arranged in alphabetical order by name of individuals.

**Disposition:** Temporary. Destroy 5 years after employee or contractor relationship ends, but longer retention is authorized if required for business use. (Supersedes GRS 18, item 22a)

**DispAuthNo:** DAA-GRS-2017-0006-0025 (G      **Date Edited:** 9/11/2017

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#### Personnel

**B-13-006-01 Employee Management Administrative Records**

**Description:** Records on routine office program support, administration, and human resources operations. Includes:

- reports, including annual reports to the Department of State concerning the number of official passports issued and related matters
- reports from subordinate units regarding statistics and other reporting measures
- general correspondence with internal agency offices and with OPM
- general correspondence with travelers regarding official passport application procedures and documentation requirements
- statistics, including lists of official passport holders

Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.

Also includes folders on USUN and Foreign Services employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

**Disposition:** Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (GRS 1, item 3 and GRS 1, item 16)

**DispAuthNo:** DAA-GRS-2017-0007-0001 (G                      **Date Edited:** 10/4/2017

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**B-13-006-02b Temporary Employee Personnel Files**

**Description:** Folders on USUN employees, containing documents duplicated in or not appropriate for the Office of Personnel folder which is maintained in PER/MGT/RR.

b. Other employees, including students, interns, contract employees, part-time and Excepted Service employees.

**Disposition:** TEMPORARY: Destroy 3 years after separation or transfer of employee.

**DispAuthNo:** N1-084-90-05, item 34b                      **Date Edited:** 4/1/1999

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**B-13-006-03 SF-50 Chronological Files**

**Description:**

**Disposition:** TEMPORARY: Destroy when 2 years old.

**DispAuthNo:** GRS 1, item 14a                      **Date Edited:** 4/1/1999

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#### **B-13-006-04 Employee Performance File System Records**

**Description:** Acceptable performance appraisals of non-senior executive service employees. Performance records for employees as defined in 5 U.S.C. 4301(2)).

Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion 1: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.

Exclusion 2: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency-specific schedule to NARA.

Legal citation: 5 CFR Part 293.404

**Disposition:** Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 23; GRS 1, item 23a(1); GRS 1, item 23a(2); GRS 1, item 23a(3)(a); GRS 1, item 23a(3)(b); GRS 1, item 23a(4); and GRS 1, item 23a(5)

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

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#### **B-13-006-05 Pending Foreign Service Assignments/Detail Files**

**Description:**

**Disposition:** TEMPORARY: Destroy when 3 years old.

**DispAuthNo:** N1-084-90-05, item 37 **Date Edited:** 4/1/1999

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#### **B-13-006-06a Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947**

**Description:** a. Cards on Excepted Service appointees.

**Disposition:** TEMPORARY: Retain in USUN Personnel Office until no longer needed for reference use.

**DispAuthNo:** N1-084-90-05, item 38a **Date Edited:** 4/1/1999

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#### **B-13-006-06b Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947**

**Description:** b. All others.

**Disposition:** TEMPORARY: Retain in USUN Personnel Office until no longer needed for reference or 3 years after transfer or separation, whichever is longer.

**DispAuthNo:** N1-084-90-05, item 38b **Date Edited:** 4/1/1999

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**B-13-006-08**      **Position Description Files****Description:**

**Disposition:**      TEMPORARY: Destroy 2 years after position is abolished or description superseded.

**DispAuthNo:**      N1-084-90-05, item 40

**Date Edited:**      4/1/1999

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**B-13-006-09a**      **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.

Includes Letters of inquiry. Incoming letters regarding employment and requesting general information.

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

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**B-13-006-09b(1)**      **Applications for employment****Description:**

b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.

(1) Hired applicants.

**Disposition:**      TEMPORARY: Move file into temporary personnel file.

**DispAuthNo:**      N1-084-90-05, items 41b(1)

**Date Edited:**      4/1/1999

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**B-13-006-09b(2)**                    **Applications for employment**

**Description:**            b. Interim file. Correspondence and resumes from applicants for hard-to-fill positions. Also includes pending correspondence for applicants seriously considering pending employment.

   (2) Applicants not hired.

**Disposition:**            TEMPORARY: Destroy 1 year after the most recent communication from applicant.

**DispAuthNo:**            N1-084-90-05, items 41b(2)                    **Date Edited:**            4/1/1999

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#### Administration

**B-13-007-01a**                      **Administrative Counselor's Subject Files**

**Description:** a. USUN Building Files.

**Disposition:** TEMPORARY: Use Chapter 5, Section 3, of the Records Disposition Schedules for Post, to screen files.

**DispAuthNo:** N1-084-90-05, item 42a                      **Date Edited:** 4/1/1999

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**B-13-007-01b**                      **Administrative Counselor's Subject File**

**Description:** b. All others.

**Disposition:** TEMPORARY: Destroy when 5 years old.

**DispAuthNo:** N1-084-90-05, item 42b                      **Date Edited:** 4/1/1999

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**B-13-007-02a**                      **Housing Files**

**Description:** a. Leases and related correspondence. Contains copies of leases and correspondence pertaining to the leasing of particular properties to employees. Arranged by property.

**Disposition:** Temporary. Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable. (Supersedes GRS 15, item 4)

**DispAuthNo:** GRS 5.4, Item 080                      **Date Edited:** 3/13/2017

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**B-13-007-02b(1)**                      **Housing Files**

**Description:** b. General correspondence Files

(1) Contains correspondence not pertaining to a specific property and/or individual to whom it is leased.

**Disposition:** Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. (Supersedes GRS 15, item 1)

**DispAuthNo:** GRS 5.4, Item 010                      **Date Edited:** 3/13/2017

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## U.S. Department of State Records Schedule

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### Chapter 13: United Nations

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<b>B-13-007-02b(2)</b>	<b>Housing Files</b>
<b>Description:</b>	b. General Correspondence Files.  (2) Policy Files. Consisting of legislation, policy and regulations regarding rent, leases, etc.
<b>Disposition:</b>	TEMPORARY: Destroy when superseded by new legislation, policy and/or regulation.
<b>DispAuthNo:</b>	N1-084-90-05, item 43b
	<b>Date Edited:</b> 4/1/1999
<b>B-13-007-02c</b>	<b>Housing Files</b>
<b>Description:</b>	c. Checks Files - Consists of copies of rent checks paid by employees on leased property. Records are kept as verification of payment. Copies are also maintained in the finance office.
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.
<b>DispAuthNo:</b>	N1-084-90-05, item 43c
	<b>Date Edited:</b> 4/1/1999
<b>B-13-007-03</b>	<b>Waldorf Files</b>
<b>Description:</b>	Historical records of or leasing arrangements for the Waldorf Towers which is leased for our Ambassador to the USUN.
<b>Disposition:</b>	Temporary. Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable. (Supersedes GRS 15, item 4)
<b>DispAuthNo:</b>	GRS 5.4, Item 080
	<b>Date Edited:</b> 3/13/2017

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