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

## Chapter 15: American Institute of Taiwan (AIT)

## **General Files**

B-15-001-01 General Subject Files

**Description:** Consist of airgrams, telegrams, general correspondence, memoranda, reports,

memorandum of conversations, agreements and other related documents that cover political, commercial, economic, military, commercial relations between the

U.S. Government and Taiwan.

**Disposition:** Permanent. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years

old. Transfer to National Archives in 5 year blocks when 30 years old.

**DispAuthNo:** N1-475-89-01, Item 1 **Date Edited:** 7/23/2019

B-15-001-02 Office Administrative Files

**Description:** Consist of correspondence, reports, and other documentation accumulated incident

to budget, personnel, general services, and other administrative activities.

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

**DispAuthNo:** N1-475-89-01, Item 2 **Date Edited:** 7/23/2019

**AIT Agreement Subject Files** 

B-15-002-01 AIT Agreement Subject Files

**Description:** Consist of contracts, agreements, memoranda, reports, and related materials which

document the background and history of the AIT and which are maintained on a continuing basis at the AIT main office in Rosslyn, Virginia, for administrative uses.

**Disposition:** Permanent. Transfer to WNRC when no longer needed. Transfer to National

Archives when 30 years old.

**DispAuthNo:** N1-475-89-02, Item 1 **Date Edited:** 7/23/2019