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, commerical, economic, military, commerical relations between the U.S. Government and Taiwan.

Subject files may be created by the offices of the Chairman of the Board, the Commerical Officer, the Military/Political Officer, or other officials' of the AIT headquarters in Rosslyn, Virginia.

Disposition: Permanent. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives in 5 year blocks whep30 years old.

DispAuthNo: N1-475-89-01, Item 1 **Date Edited:** 6/17/2019

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:** 6/17/2019

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:** 6/17/2019