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

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**Chapter 28: Legislative Affairs Records**

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**Assistant Secretary/Front Office**

<b>A-28-001-01</b>	<b>Correspondence File - Arranged chronologically</b>
<b>Description:</b>	Files arranged by Action, Briefing and Information memorandums signed by the Assistant Secretary for Legislative Affairs. In addition, chronological files containing information notes from H to the Secretary, outgoing congressionals signed by the principals of H and any other documents of importance to the Program.
<b>Disposition:</b>	Permanent. Retire when 2 years old to the Records Service Center (RSC). Transfer to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-40, item 1
<b>Date Edited:</b>	4/1/1999
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<b>A-28-001-02</b>	<b>Subject Files</b>
<b>Description:</b>	Files maintained for the Assistant Secretary and Deputy Assistant Secretaries containing information on legislative issues involving the Department and Congress. Contains incoming and outgoing congressionals, copies of congressional reports and legislation, memorandums, and cables on substantive issues to the Department.
<b>Disposition:</b>	Permanent. Cut off at the end of incumbent's tenure and retire to the Records Service Center (RSC). Transfer to WNRC when 10 years old. Transfer to NARA when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-40, item 2
<b>Date Edited:</b>	4/1/1999
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<b>A-28-001-03a</b>	<b>Document Tracking Log</b>
<b>Description:</b>	Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying document type, addressee, subject, date in, and comments. The tracking system is for the Information, Action and Briefing Memorandums and the chronological file maintained by the Staff Assistants.  a. Paper.
<b>Disposition:</b>	Print out annually and retire with related Correspondence File.
<b>DispAuthNo:</b>	N1-59-93-40, item 3a
<b>Date Edited:</b>	4/1/1999
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## U.S. Department of State Records Schedule

### Chapter 28: Legislative Affairs Records

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<b>A-28-001-03b</b>	<b>Document Tracking Log</b>		
<b>Description:</b>	Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying document type, addressee, subject, date in, and comments. The tracking system is for the Information, Action and Briefing Memorandums and the chronological file maintained by the Staff Assistants.  b. Electronic.		
<b>Disposition:</b>	Destroy when no longer needed.		
<b>DispAuthNo:</b>	N1-59-93-40, item 3b	<b>Date Edited:</b>	4/1/1999
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<b>A-28-001-04</b>	<b>Upcoming Activity Reports</b>		
<b>Description:</b>	Reports identifying upcoming meetings on the Hill that are of interest to the Bureau.		
<b>Disposition:</b>	Destroy when 3 months old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 4	<b>Date Edited:</b>	4/1/1999
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<b>A-28-001-05</b>	<b>Daily Legislative Reports</b>		
<b>Description:</b>	Summary of issues from the Congressional meetings identified in the Upcoming Activity Reports.		
<b>Disposition:</b>	Destroy when 1 year old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 5	<b>Date Edited:</b>	4/1/1999
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<b>A-28-001-06</b>	<b>Guest List File</b>		
<b>Description:</b>	Copies of guest lists for 7th floor receptions identifying invited Congressmen and Senators.		
<b>Disposition:</b>	Block annually. Retain block 1 additional year then destroy.		
<b>DispAuthNo:</b>	N1-59-93-40, item 6	<b>Date Edited:</b>	4/1/1999
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<b>A-28-001-07</b>	<b>In-House Memorandums</b>		
<b>Description:</b>	Internal memorandums to and from the subordinate offices to the Assistant Secretary conveying substantive issues, positions or information.		
<b>Disposition:</b>	Permanent. Cut off at the end of the year. Retire the block of records when 1 year old to the Records Service Center. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 7	<b>Date Edited:</b>	4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 28: Legislative Affairs Records

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<b>A-28-001-08</b>	<b>Interparliamentary Group</b>		
<b>Description:</b>	Dues paid by the Department of State for those Members of Congress participating in international organizations. Consists of copies of the purchase order, letters submitted by the participating congressman requesting payment of dues and a copy of the check.		
<b>Disposition:</b>	Destroy when funds are obligated.		
<b>DispAuthNo:</b>	N1-59-93-40, item 8	<b>Date Edited:</b>	4/1/1999

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<b>A-28-001-09</b>	<b>Staff Meeting Agenda</b>		
<b>Description:</b>	Notes taken for the Front Office staff meetings identifying action items to be completed by staff members. Identifies Action officer, issue, comments and action to be taken.		
<b>Disposition:</b>	Destroy when 1 year old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 9	<b>Date Edited:</b>	4/1/1999

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<b>A-28-001-10</b>	<b>Cabinet Council Report</b>		
<b>Description:</b>	Weekly reports from Legislative Affairs to S/S-S summarizing Assistant Secretaries or Principals Congressional hearings, identifying the specific hearings, attendees, when and where the hearing is to take place.		
<b>Disposition:</b>	Destroy when 1 month old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 10	<b>Date Edited:</b>	4/1/1999

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<b>A-28-001-11</b>	<b>National Security Affairs Calendar</b>		
<b>Description:</b>	Bi-weekly calendar of activities from NSC that is distributed to all section heads.		
<b>Disposition:</b>	Destroy when 1 month old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 11	<b>Date Edited:</b>	4/1/1999

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<b>A-28-001-12</b>	<b>Night Notes</b>		
<b>Description:</b>	Submissions to the Secretary's Morning Summary of summaries of Congressional sessions that occurred at night.		
<b>Disposition:</b>	Destroy when 3 months old.		
<b>DispAuthNo:</b>	N1-59-93-40, item 12	<b>Date Edited:</b>	4/1/1999

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## U.S. Department of State Records Schedule

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### *Chapter 28: Legislative Affairs Records*

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<b>A-28-001-13</b>	<b>Briefing Materials, Books, Etc.</b>
<b>Description:</b>	Briefing materials, books, questions and answers, etc. coordinated by the Bureau of Legislative Affairs from various Bureaus throughout the Department for the Secretary of State and other high level officials' testimonies before Congressional Hearings.
<b>Disposition:</b>	Permanent. Retire after change of Administration to the RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-59-95-8, item 1
	<b>Date Edited:</b> 4/1/1999
<b>A-28-001-14</b>	<b>Special Collection</b>
<b>Description:</b>	Complete set of documents obtained from appropriate Bureaus that were submitted to Congressional Committees on specific issues or incidents that were under congressional investigation.
<b>Disposition:</b>	Retire upon closure of the investigation. Destroy 5 years after closure of the investigation. Materials incorporated into or retired with records that are scheduled as permanent will be treated in the same manner as those files.
<b>DispAuthNo:</b>	N1-59-95-8, item 2
	<b>Date Edited:</b> 4/1/1999

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

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**Chapter 28: Legislative Affairs Records**

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**Office of Legislative Management****A-28-002-01      Program Files**

**Description:** Files arranged by the TAGS/Terms filing system, by country or by subjects on political, economic, management, and international issues. Contains background material, i.e. copies of cables, Congressional Records, legislation, Presidential decisions, press releases, news articles, publications, and responses to Members of Congress. Files are maintained for convenience and reference.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-93-37, item 1

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

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**A-28-002-02      Briefings File**

**Description:** Arrangements for briefings and hearings requested by Members of Congress on economic and communication issues. Includes arrangements, meeting agendas, participants and summary of meetings.

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

**DispAuthNo:** N1-59-93-37, item 2

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

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**A-28-002-03      Weekly Legislative Highlights to the Secretary**

**Description:** Summary of weekly activities on economic and international communications issues.

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

**DispAuthNo:** N1-59-93-37, item 3

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

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

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**Chapter 28: Legislative Affairs Records**

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**Office of Legislative Operations****A-28-003-01 Congressional Inquiries Unit - Congressional Inquiries**

**Description:** Routine requests from Congress for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. Information is arranged by region, country, or subject. Information is used as a reference file of current and frequently requested information.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-93-38, item 1 **Date Edited:** 4/1/1999

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**A-28-003-02 Congressional Inquiries Unit - White House Tours**

**Description:** Requests for tickets for tours of the White House.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-93-38, item 2 **Date Edited:** 4/1/1999

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**A-28-003-03 Nominations Unit - Nominations**

**Description:** Background information on nominees for Presidential appointees to positions in the State Department. Includes biographic information, resume, tracking worksheet and any other additional information regarding the nominee.

**Disposition:** Destroy 2 years after appointment.

**DispAuthNo:** N1-59-93-38, item 3 **Date Edited:** 4/1/1999

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**A-28-003-04 Nominations Unit - Biographic File**

**Description:** Biographic information on ambassadors and assistant secretaries arranged alphabetically.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-93-38, item 4 **Date Edited:** 4/1/1999

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**A-28-003-05 Congressional Correspondence Unit - Congressional Inquiries**

**Description:** Copies of all incoming and outgoing Congressionals filed alphabetically by Members of Congress.

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

**DispAuthNo:** N1-59-93-38, item 5 **Date Edited:** 4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 28: Legislative Affairs Records

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<b>A-28-003-06</b>	<b>Congressional Correspondence Unit - Weekly Correspondence Report</b>
<b>Description:</b>	Weekly report sent to each bureau identifying unanswered Congressionals.
<b>Disposition:</b>	Destroy when no longer needed.
<b>DispAuthNo:</b>	N1-59-93-38, item 6
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-07</b>	<b>Legislative Reference Unit - Hearings/Transcripts File</b>
<b>Description:</b>	Copies of hearings, transcripts, testimonies, questions and answers in which the State Department was a participant. Arranged chronologically.
<b>Disposition:</b>	Destroy when 2 years old.
<b>DispAuthNo:</b>	N1-59-93-38, item 7
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-08</b>	<b>Legislative Reference Unit - Published Hearings</b>
<b>Description:</b>	Final, published copies of Congressional hearings involving the Bureaus. Arranged by Bureau.
<b>Disposition:</b>	Destroy when no longer needed.
<b>DispAuthNo:</b>	N1-59-93-38, item 8
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-09a(1)</b>	<b>Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances</b>
<b>Description:</b>	a. Comments and clearances submitted by bureaus on legislation.  (1) Submissions with comments.
<b>Disposition:</b>	Destroy after change of Administration.
<b>DispAuthNo:</b>	N1-59-93-38, item 9a(1)
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-09a(2)</b>	<b>Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances</b>
<b>Description:</b>	a. Comments and clearances submitted by bureaus on legislation.  (2) Submissions with no comments.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-38, item 9a(2)
<b>Date Edited:</b>	4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 28: Legislative Affairs Records

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<b>A-28-003-09b</b>	<b>Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances</b>		
<b>Description:</b>	b. Copies of final Executive Orders and Proclamations from the Federal Register.		
<b>Disposition:</b>	Destroy when no longer needed.		
<b>DispAuthNo:</b>	N1-59-93-38, item 9b	<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-09c</b>	<b>Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances</b>		
<b>Description:</b>	c. Legislative Tracking System. Database on all submissions by the bureaus to legislation. Identifies action office, subject, legislation number, date, status of comments, clearance for OMB, etc.		
<b>Disposition:</b>	Retain until no longer needed.		
<b>DispAuthNo:</b>	N1-59-94-1, item 1	<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-10</b>	<b>Legislative Reference Unit - Historical Records, 1945-1975</b>		
<b>Description:</b>	Documentation on the origins of the Congressional relations function in the Department of State, lists of appearances by Secretaries of State Rusk, Rogers, and Kissinger, lists of consultations by Secretaries Dulles and Herter, and a list of Department of State participation in Congressional hearings.		
<b>Disposition:</b>	Permanent. Retire to RSC immediately for transfer to WNRC. Transfer to the National Archives in 2005.		
<b>DispAuthNo:</b>	N1-59-93-38, item 10	<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-11</b>	<b>Legislative Reference Unit - Congressionally Mandated Reports</b>		
<b>Description:</b>	Copies of submissions by the action bureau to Congressionally mandated reports on specific programs. Includes transmittal letters, requests by Congress, and response by the bureau.		
<b>Disposition:</b>	Destroy when 2 years old.		
<b>DispAuthNo:</b>	N1-59-93-38, item 11	<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-12</b>	<b>Legislative Reference Unit - Congressional Correspondence</b>		
<b>Description:</b>	Copies of Bureau's response to congressional requests on legislation.		
<b>Disposition:</b>	Destroy when two years old.		
<b>DispAuthNo:</b>	N1-59-93-38, item 12	<b>Date Edited:</b>	4/1/1999

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## U.S. Department of State Records Schedule

### Chapter 28: Legislative Affairs Records

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<b>A-28-003-13</b>	<b>Legislative Travel Unit - Travel Arrangements</b>
<b>Description:</b>	Documents on the travel arrangements made for Members of Congress to overseas posts. Information is alphabetically arranged by Codel or staffdel. Includes hotel arrangements, agenda, cables to and from posts, faxes, GTRs, authorization letter, funding authority and itinerary.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-38, item 13
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-14</b>	<b>Legislative Travel Unit - Financial Records</b>
<b>Description:</b>	Copies of documents on certain financial aspects of travel. Includes refunds, reimbursements and airline coupons.
<b>Disposition:</b>	Destroy when 2 years old.
<b>DispAuthNo:</b>	N1-59-93-38, item 14
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-15</b>	<b>Legislative Travel Unit - Travel List</b>
<b>Description:</b>	List identifying Codels and staffdels who have traveled and the location(s). List is updated weekly or bi-weekly.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-38, item 15
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-16</b>	<b>Legislative Travel Unit - Travel Advancement</b>
<b>Description:</b>	Copies of travel advancement for Codels and staffdels.
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-59-93-38, item 16
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-17</b>	<b>Legislative Travel Unit - Government Travel Request (GTR)</b>
<b>Description:</b>	Copy of the GTR and flight itinerary. Arranged chronologically.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-38, item 17
<b>Date Edited:</b>	4/1/1999

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<b>A-28-003-18</b>	<b>Legislative Travel Unit - Electronic Record of Travel</b>
<b>Description:</b>	Database identifying who, where, when and why for Codel and staffdel travel.
<b>Disposition:</b>	Delete when 5 years old.
<b>DispAuthNo:</b>	N1-59-93-38, item 18
<b>Date Edited:</b>	4/1/1999

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## U.S. Department of State Records Schedule

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### Chapter 28: Legislative Affairs Records

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**A-28-003-19**      **Legislative Travel Unit - Historical Records**  
**Description:**      Background information on the Congressional travel program, identifying government policies and procedures, budget issues, the law, etc.  
**Disposition:**      Destroy when no longer needed.  
**DispAuthNo:**      N1-59-93-38, item 19                      **Date Edited:**                      4/1/1999

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**A-28-003-20**      **Legislative Travel Unit - Chronological Files**  
**Description:**      Copies of outgoing correspondence pertaining to travel of Members of Congress.  
**Disposition:**      Destroy when 1 year old.  
**DispAuthNo:**      N1-59-93-38, item 20                      **Date Edited:**                      4/1/1999

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### Office of Budget and Appropriations

**A-28-004-01**      **Office of Budget and Appropriations - Program Files**  
**Description:**      Arranged by subject, country, or regional/functional bureau, and budgetary cycle. Memorandums, Congressional correspondence, reports, notes, briefing materials, speeches and statements, newspaper clippings, and other documentation relating to the formulation of the budget and allocation of appropriations.  
**Disposition:**      Permanent. Retire when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.  
**DispAuthNo:**      N1-59-93-39, item 1                      **Date Edited:**                      4/1/1999

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**A-28-004-02**      **Chronological Files**  
**Description:**      Extra copies of outgoing correspondence maintained for convenience of reference.  
**Disposition:**      Block annually. Destroy when 1 year old.  
**DispAuthNo:**      N1-59-93-39, item 2                      **Date Edited:**                      4/1/1999

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