### Chapter 23: Legal Affairs Records

# Office of the Legal Adviser

	•		
A-23-001- 01a	Legal Adviser's Files		
Description:		s, memorandums, reports, notes of relevance or interest to the Leg	
Disposition:		1 year after end of tenure of princ ecords Center (WNRC). Transfer of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 1a	Date Edited:	4/1/1999
A-23-001- 01b	Legal Adviser's Files		
Description:	b. Chronological Files. Ext	ra copies of outgoing documents	filed chronologically.
Disposition:		1 year after end of tenure of princ ecords Center (WNRC). Transfer of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 1b	Date Edited:	4/1/1999
A-23-001- 02a	Principal Deputy and Dep	uty Legal Advisers' Files	
Description:		s, memorandums, reports, notes, ojects of relevance or of interest to	
Disposition:		1 year after end of tenure of princ ecords Center (WNRC). Transfer of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 2a	Date Edited:	4/1/1999
A-23-001- 02b	Principal Deputy and Dep	uty Legal Advisers' Files	
Description:		ronological arrangement of copies e documents do not necessarily o	
Disposition:		1 year after end of tenure of princ ecords Center (WNRC). Transfer of tenure of principal.	
	, addition of yours and the		

A-23-001- 03a	Staff Assistant's Files		
Description:	a. Top Secret Documents	- arranged in chronological order.	
Disposition:		end of the calendar year. Retire to ton National Records Center (WNF years old.	
DispAuthNo:	N1-59-95-11, item 3a	Date Edited:	4/1/1999
A-23-001- 03b	Staff Assistant's Files		
Description:	b. NODIS and EXDIS Doc	uments.	
Disposition:		when no longer needed for opera ord copies are maintained by S/S.	itional purposes,
DispAuthNo:	N1-59-95-11, item 3b	Date Edited:	4/1/1999
A-23-001-04	Weekly Reports		
Description:		onent offices of the Legal Adviser   f the offices as well as key issues t have been resolved.	
	Permanent Cut off at the	end of the calendar year. Retire to	
Disposition:		ington National Records Center (\	WNRC). Transfer to

# Chapter 23: Legal Affairs Records

### Office of Buildings and Acquisitions

A-23-002-01	Litigation Case Files - Arranged	•	
Description:	Memorandums, correspondence, proposals, bid protests and other U.S. involving acquisition, constru	documentation relating to litigat	tion by or against
Disposition:	Retire to RSC 6 months after clos Destroy 6 years and 3 months after		
DispAuthNo:	N1-59-95-11, item 5	Date Edited:	4/1/1999
A-23-002-02	Contract Claims Files - Arrange	d by name and contract clain	n number
Description:	Correspondence, memorandums, reports, copies of contracts and other documents relating to the negotiation and settlement of contract cases.		
Disposition:	Retire to RSC 6 months after settl of the case.	ement of case. Destroy 6 year	s after settlement
DispAuthNo:	N1-59-95-11, item 6	Date Edited:	4/1/1999
A-23-002-03	Subject Files		
Description:	Working files containing miscellaneous correspondence, memorandums, and other documentation accumulated while servicing client bureaus relating to acquisition and management of foreign property.		
Disposition:	Destroy as space requirements an documents to the office of record,		end unique
DispAuthNo:	N1-59-95-11, item 7	Date Edited:	4/1/1999

# Chapter 23: Legal Affairs Records

### Board of Appellate Review

A-23-003-01	Decisions of the Board of Ap	opellate Review	
Description:	Copies of Board Decisions arra		
Disposition:	Permanent. Upon dissolution the National Archives.	of Board, retire to RSC for imm	nediate transfer to
DispAuthNo:	N1-59-95-11, item 8	Date Edited:	4/1/1999
A-23-003-02	Transcripts of Hearings		
Description:			
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-59-95-11, item 9	Date Edited:	4/1/1999
A-23-003- 03a	Subject Files - Memorandum Adviser, L/CA, informing of o other material	s, opinions, letters to appell decisions, organizational do	
	Adviser, L/CA, informing of c	decisions, organizational do	cumentation, and ganization, work,
03a	Adviser, L/CA, informing of o other material a. Historical Files. Records re	decisions, organizational doe elating to the establishment, organized board and predecessor organized	cumentation, and ganization, work, nizations.
03a Description:	Adviser, L/CA, informing of o other material a. Historical Files. Records re activities, and authorities of the Permanent. Upon dissolution	decisions, organizational doe elating to the establishment, organized board and predecessor organized	cumentation, and ganization, work, nizations.
03a Description: Disposition:	Adviser, L/CA, informing of a other material a. Historical Files. Records re activities, and authorities of the Permanent. Upon dissolution the National Archives.	decisions, organizational doe elating to the establishment, org board and predecessor organ of Board, retire to RSC for imm Date Edited: as, opinions, letters to appell	cumentation, and ganization, work, nizations. nediate transfer to 4/1/1999 ates, the Legal
03a Description: Disposition: DispAuthNo: A-23-003-	Adviser, L/CA, informing of a other material a. Historical Files. Records re activities, and authorities of the Permanent. Upon dissolution the National Archives. N1-59-95-11, item 10a Subject Files - Memorandum Adviser, L/CA, informing of a	decisions, organizational doe elating to the establishment, org board and predecessor organ of Board, retire to RSC for imm Date Edited: as, opinions, letters to appell	cumentation, and ganization, work, nizations. nediate transfer to 4/1/1999 ates, the Legal
03a Description: Disposition: DispAuthNo: A-23-003- 03b	Adviser, L/CA, informing of a other material a. Historical Files. Records re activities, and authorities of the Permanent. Upon dissolution the National Archives. N1-59-95-11, item 10a Subject Files - Memorandum Adviser, L/CA, informing of a other material	decisions, organizational doe elating to the establishment, org board and predecessor organ of Board, retire to RSC for imm Date Edited: s, opinions, letters to appell decisions, organizational doe	cumentation, and ganization, work, nizations. nediate transfer to 4/1/1999 ates, the Legal cumentation, and

# Chapter 23: Legal Affairs Records

#### Office of the Executive Director

Description:Subject files used to do special analytical projects such as workload analysis, efficiency studies, monitoring of staffing patterns, employment projections; other special projects, including internal control liaison and liaison with the Office of Inspector General. Copies of OIG inspection reports and correspondence reports and correspondence.Disposition:Destroy when no longer needed for operational purposes.DispAuthNo:N1-59-95-11, item 11Date Edited:A-23-004-02Recruitment Files	
DispAuthNo:         N1-59-95-11, item 11         Date Edited:         4/1/1999           A-23-004-02         Recruitment Files	1
A-23-004-02 Recruitment Files	l
<b>Description:</b> Resumes, transcripts and reviews of resumes arranged in alphabetical order.	
Disposition: Destroy when 3 years old.	
DispAuthNo:         GRS 1, item 15         Date Edited:         4/1/1999	1
A-23-004-03 Special Projects and Reports Financial Files	
<b>Description:</b> Purchase orders, public vouchers, obligations documents, memorandums and other documents relating to special projects and reports in the bureau, such as Protective Fisherman's Fund, the Victory Van US-Iranian Claim, Law Digest an Relocation of SA-9, etc.	the d
<b>Disposition:</b> Destroy when no longer needed for operational purposes.	
<b>DispAuthNo:</b> N1-59-95-11, item 13 <b>Date Edited:</b> 4/1/1999	1
A-23-004-04 Opinions and Reports of the Examiner of Claims, the Solicitor, and the Le Adviser, 1865-1950	gal
<b>Description:</b> Arranged chronologically in bound volumes entitled Opinions and Reports of th Examiner of Claims; Opinions and Reports of the Solicitor; Opinions of the Leg Adviser. Written reports and opinions of the Department's legal counsel.	
<b>Disposition:</b> Permanent. Retire to RSC after having been installed on CD-ROM server for immediate transfer to the National Archives.	
DispAuthNo:         N1-59-95-11, item 14         Date Edited:         4/1/1999	1

### Chapter 23: Legal Affairs Records

### Geographic Offices-L/AF, L/WHA, L/EAP, L/EUR, L/NEA

• •			
A-23-005-01	Subject and Country Files		
Description:	Copies of legislation, rules, circul telegrams, airgrams, memoranda briefs, and other legal documents documentation that the office has to client bureaus.	a, articles, legislative histories, d s, policy statements, press relea	lepositions, legal ases, and other
Disposition:	Permanent. Retire to the RSC as dictate for transfer to the Washin Transfer to the National Archives	gton National Records Center (	
DispAuthNo:	N1-59-95-11, item 15	Date Edited:	4/1/1999
A-23-005-02	Legal Case Files - Arranged by	subject, country, and name	
Description:	Copies of legislation, rules, circul telegrams, airgrams, memoranda briefs, and other legal documents documentation that the office has to client bureaus.	a, articles, legislative histories, d s, policy statements, press relea	lepositions, legal ases, and other
Disposition:	Permanent. Retire to the RSC as dictate for transfer to the Washing Transfer to the National Archives	gton National Records Center (	
DispAuthNo:	N1-59-95-11, item 16	Date Edited:	4/1/1999
A-23-005-03	Organization and Conference F subject, case name or conferen		on, thereunder by
Description:	Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation or interest in national and international organizations addressing issues concerning countries in the assigned geographical areas.		
Disposition:	Permanent. Retire to the RSC as dictate for transfer to the Washing Transfer to the National Archives	gton National Records Center (	
DispAuthNo:	N1-59-95-11, item 17	Date Edited:	4/1/1999

A-23-005- 04a	Secretary of State Briefing Books		
Description:	Books prepared for the use of the Se multilateral meetings and conference documents and other papers require agreements.	es, containing copies of key intern	ational
	a. Record Copy.		
Disposition:	Permanent. Retire to RSC 1 year af WNRC immediately thereafter. Tran old.		
DispAuthNo:	N1-59-95-11, item 18a	Date Edited:	4/1/1999
A-23-005- 04b	Secretary of State Briefing Books		
Description:	<ul><li>Books prepared for the use of the Semultilateral meetings and conference documents and other papers require agreements.</li><li>b. Extra Copies.</li></ul>	es, containing copies of key intern	ational
Disposition:	Destroy when 1 year old.		
DispAuthNo:	N1-59-95-11, item 18b	Date Edited:	4/1/1999
A-23-005- 05a	General Background/Briefing Boo	ks	
Description:	Books prepared for bilateral, multilate conferences, containing meeting age policy and position papers, and refer positions.	endas, delegation lists, intelligence	e reports,
	a. Master Copy.		
Disposition:	Permanent. Retire to the RSC when National Records Center (WNRC). Tyears old.		
DispAuthNo:	N1-59-95-11, item 19a	Date Edited:	4/1/1999

# Chapter 23: Legal Affairs Records

A-23-005- 05b	General Background/Briefing Bo	oks	
Description:	Books prepared for bilateral, multila conferences, containing meeting ag policy and position papers, and references positions.	endas, delegation lists, intell	igence reports,
	b. Extra Copies.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	N1-59-95-11, item 19b	Date Edited:	4/1/1999

#### **Office of Consular Affairs**

A-23-006- 01a	Litigation Case Files - Arranged b	y name of litigant and case nu	ımber
Description:	Legal briefs and other court docume telegrams, correspondence, and oth consular affairs.		
	a. Precedent Cases.		
Disposition:	Permanent. Retire to the RSC 1 year Washington National Records Center 30 years after close of case.		
DispAuthNo:	N1-59-95-11, item 20a	Date Edited:	4/1/1999
A-23-006- 01b	Litigation Case Files - Arranged b	y name of litigant and case nu	ımber
Description:	Legal briefs and other court docume telegrams, correspondence, and oth consular affairs.		
	b. Non-Precedent Cases.		
Disposition:	Retire to RSC when 1 year old. Des	stroy when 2 years old.	
DispAuthNo:	N1-59-95-11, item 20b	Date Edited:	4/1/1999
A-23-006-02	Subject Files		
Description:	Memorandums, telegrams, correspondent documentation pertaining to consulation		
Disposition:	Permanent. Transfer to RSC as spa for transfer to the Washington Natio National Archives when 30 years old	nal Records Center (WNRC). T	
DispAuthNo:	N1-59-95-11, item 21	Date Edited:	4/1/1999

# Chapter 23: Legal Affairs Records

### Office of International Claims and Investment Disputes

A-23-007- 01a	Iraq/U.S. Claims Files		
Description:	<ul> <li>Subject Files. Files on generative their settlement, including award Compensation Commission set correspondence, memorandums related documentation.</li> </ul>	s and presentation of claims b up to handle these claims. Tel	efore the U.N. legrams,
Disposition:	Permanent. Retire to RSC as s for eventual transfer to the WNR years old.		
DispAuthNo:	N1-76-95-03, item1a	Date Edited:	4/1/1999
A-23-007- 01b	Iraq/U.S. Claims Files		
Description:	<ul> <li>b. Claims Files. Individual corp Compensation Commission aga documentation. Arranged in alp case. There is an accompanyin</li> </ul>	inst Iraq. Claim form and supp habetical order by type of case	orting
Disposition:	Disposition not approved. Do no Compensation Commission and appraisal may be undertaken.		
DispAuthNo:	N1-76-95-3, item 1b	Date Edited:	4/1/1999
A-23-007- 01c	Iraq/U.S. Claims Files		
Description:	<ul> <li>c. Iraqi Claims Database. Pace from inception through adjudicat information about claims.</li> </ul>		
Disposition:	Disposition not approved. Do no Compensation Commission and appraisal may be undertaken.		
DispAuthNo:	N1-76-95-3, item 1c	Date Edited:	4/1/1999

A-23-007- 02a	U.S./Iran Claims Tribunal	Files	
Description:	correspondence, forms, co	Iemorandums, background inform pies of congressionals and hearing court proceedings and other docu re the Tribunal.	gs, diplomatic notes,
Disposition:		1 year after closure of the Tribuna nsfer to the National Archives 5 ye	
DispAuthNo:	N1-76-95-2, item 1a	Date Edited:	4/1/1999
A-23-007- 02b	U.S./Iran Claims Tribunal	Files	
Description:	and numerical index. Cons correspondence between c	laims arranged in numerical order sists of Tribunal documents orde laimant and Department, and cour I to Foreign Claims Settlement Cou	ers, etc., copy of claim rt documents. Copies
Disposition:		Do not destroy. Cut off files on ter nal and retire to RSC. Notify NAR en.	
DispAuthNo:	N1-76-95-2, item 1b	Date Edited:	4/1/1999
A-23-007- 02c	U.S./Iran Claims Tribunal	Files	
Description:	index. Consists of Tribunal	t in numerical order with an alphat l documents, legal opinions, order, nd claimant's attorneys along with	, etc., correspondence
Disposition:		Do not destroy. Cut off files on ter nal and retire to RSC. Notify NAR en.	
DispAuthNo:	N1-76-95-2, item 1c	Date Edited:	4/1/1999
A-23-007- 02d	U.S./Iran Claims Tribunal	Files	
Description:	d. Iran/U.S. Tribunal Decis	ions. Bound volumes of decisions	S.
	Dormonant Datira to the D	SC as space requirements and fro	equency of use
Disposition:	dictate for eventual transfer		

A-23-007-03	U.S./Iran Claims Tribunal		
Description:	Documents of Evidence (source doc documents collected from the Depart Department of Defense to be used a Packing lists, bills of lading, etc., cov	tment of State, Department of Jus s hard evidence in support of larg	stice, and the je claims.
Disposition:	Return to the source of documents o selected as claims exhibits should be		. Material
DispAuthNo:	N1-76-96-2, item 1	Date Edited:	4/1/1999
A-23-007-04	Legal Bureau Correspondence Co	ntrol (LX)	
Description:	On-line information system which set submitted by United States citizens b 1982, which were handled by the bur identification number, date of claim, r the action status of the claim.	petween April 1981 and approximate reau. Data includes a sequential	ately April claim
Disposition:	Disposable. Destroy when active ag	ency use ceases.	
DispAuthNo:	NC1-59-83-4, item 18	Date Edited:	4/1/1999
A-23-007-05	Country Claims Files - Arranged b	y country and thereunder by su	ubject or case
A-23-007-05 Description:	Country Claims Files - Arranged b Claims of U.S. nationals against fore breach of contract, denial of justice, v etc. Includes claim, telegrams, corre claimant along with documentary evi- claim.	ign governments relating to confis war damage, mob violence and w spondence between the Departm	scation, vrongful death, nent and the
	Claims of U.S. nationals against fore breach of contract, denial of justice, v etc. Includes claim, telegrams, corre claimant along with documentary evid	ign governments relating to confis war damage, mob violence and w spondence between the Departm dence as may be necessary to su	scation, vrongful death, nent and the ubstantiate
Description:	Claims of U.S. nationals against fore breach of contract, denial of justice, v etc. Includes claim, telegrams, corre claimant along with documentary evi- claim. Retire to RSC 5 years after resolution	ign governments relating to confis war damage, mob violence and w spondence between the Departm dence as may be necessary to su	scation, vrongful death, nent and the ubstantiate
Description: Disposition:	Claims of U.S. nationals against fore breach of contract, denial of justice, v etc. Includes claim, telegrams, corre claimant along with documentary evi- claim. Retire to RSC 5 years after resolution National Records Center (WNRC).	ign governments relating to confis war damage, mob violence and w espondence between the Departm dence as may be necessary to su n of claim for transfer to the Wash Destroy 20 years after resolution o	scation, vrongful death, nent and the ubstantiate nington of claim.
Description: Disposition: DispAuthNo:	Claims of U.S. nationals against fore breach of contract, denial of justice, v etc. Includes claim, telegrams, corre claimant along with documentary evi- claim. Retire to RSC 5 years after resolution National Records Center (WNRC).	ign governments relating to confis war damage, mob violence and w espondence between the Departm dence as may be necessary to su n of claim for transfer to the Wash Destroy 20 years after resolution of <b>Date Edited:</b>	scation, vrongful death, nent and the ubstantiate nington of claim. 4/1/1999
Description: Disposition: DispAuthNo: A-23-007-06	Claims of U.S. nationals against fore breach of contract, denial of justice, v etc. Includes claim, telegrams, corre claimant along with documentary evi- claim. Retire to RSC 5 years after resolution National Records Center (WNRC). I N1-59-95-11, item 22 <b>Subject Claims files</b> Memorandums, correspondence, rep documentation relating to claims but	ign governments relating to confis war damage, mob violence and we spondence between the Department dence as may be necessary to such of claim for transfer to the Wash Destroy 20 years after resolution of <b>Date Edited:</b> Dorts, telegrams, research materia not to specific claims against spe ect. s and frequency of use dictate for	scation, vrongful death, nent and the ubstantiate hington of claim. 4/1/1999 al, and other ecific

A-23-007- 07a Description:	Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury and wrongful death a. Administrative Claims.				
Disposition:	Retire to RSC 1 year after resolution later. Destroy 10 years after resoluti		5 years		
DispAuthNo:	N1-59-95-11, item 24a	Date Edited:	4/1/1999		
A-23-007- 07b	Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury, and wrongful death				
Description:	b. Litigation Files.				
Disposition:	Retire to RSC 1 year after close of case. Transfer to WRNC 5 years later. Destroy 20 years after close of case.				
DispAuthNo:	N1-59-95-11, item 24b	Date Edited:	4/1/1999		
A-23-007-08	Nairobi Bombing Claims Forms (SF-95)				
Description:	Files of SF-95; Claim for Damage, Injury, or Death, resulting from the terrorist bombing of the U.S. Embassy in Nairobi, Kenya. Arranged numerically.				
	Includes, but not limited to Lot 02D295 and 02D297.				
Disposition:	TEMPORARY: Retire to records holding facility. Destroy when 20 years old.				
	Note: This schedule does not cover t claims.	he individual claims files relating	to these		
DispAuthNo:	N1-59-03-09, item 1	Date Edited:	2/3/2004		

### Chapter 23: Legal Affairs Records

### Office of Economic, Business and Communications Affairs

A-23-008-01	Subject Files			
Description:	Telegrams, memorandums, handwritten notes, facsimiles, E-mail, copies of treaties and treaty information, reports, correspondence, legislative histories and other documentation accumulated while providing legal advice on domestic and international aspects of U.S. economic relations with other countries, including trade, antitrust, civil aviation, shipping, commodities, transfer of technology, monetary matters, and telecommunications.			
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 25	Date Edited:	4/1/1999	
A-23-008-02	Country Files			
Description:	Documentation pertaining to specific countries and arranged as such. Telegrams, memorandums, handwritten notes, facsimiles, e-mail, copies of treaties and treaty information, reports, correspondence, legislative material and histories and other documentation.			
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 26	Date Edited:	4/1/1999	

# Chapter 23: Legal Affairs Records

### Office of Educational, Cultural and Public Affairs

A-23-009-01	Subject Files			
Description:	Briefing papers, memorandums, telegrams, copies of educational and cultural agreements, copies of press conferences, hearings, bills, copies of U.S. code, correspondence, exhibits, position papers, memorandums of conversation, newspaper clippings and other documentation relating to protection and restitution of cultural property.			
Disposition:	Permanent. Transfer to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 27 <b>Date Edited:</b> 4/1/1999			
A-23-009-02	Case Files			
A-23-009-02 Description:	<b>Case Files</b> Specific case and claims relati Newspaper clippings, correspo memorandums and other docu stolen and who the rightful own	ondence, copies of treaties and mentation providing evidence t	agreements,	
	Specific case and claims relati Newspaper clippings, correspo memorandums and other docu	ondence, copies of treaties and mentation providing evidence there are. years after case is closed for tr	agreements, that property was ransfer to the	

#### Chapter 23: Legal Affairs Records

#### Office of Ethics and Personnel A-23-010-Case Files - Arranged by name of individual and case number 01a(1) **Description:** Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. a. Litigation Cases. (1) Civil Service Employees. **Disposition:** Retire to RSC 1 year after resolution of case. Destroy 5 years after final resolution of case. **DispAuthNo:** N1-59-95-11, item 29a(1) Date Edited: 4/1/1999 A-23-010-Case Files - Arranged by name of individual and case number 01a(2) Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. a. Litigation Cases. (2) Foreign Service Employees. **Disposition:** Retire to RSC 1 year after resolution of case for transfer to WNRC. Destroy 10 years after final resolution of case. **DispAuthNo:** N1-59-95-11, item 29a(2) Date Edited: 4/1/1999 A-23-010-Case Files - Arranged by name of individual and case number 01b(1) **Description:** Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. b. EEOC Complaint Cases. (1) Civil Service Employees. Retire to RSC 6 months after close of case. Destroy 4 years after case is closed. **Disposition:** 4/1/1999 **DispAuthNo:** N1-59-95-11, item 1b(1) Date Edited:

A-23-010- 01b(2)       Case Files - Arranged by name of individual and case number         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         b. EEOC Complaint Cases.       (2) Foreign Service Employees.         Disposition:       Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.         DispAuthNo:       N1-59-95-11, item 29b(2)       Date Edited:       4/1/1999         A-23-010- 01c(1)       Case Files - Arranged by name of individual and case number         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         c. Personnel Grievance Cases.       (1) Civil Service Employees.         Disposition:       Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.         DispAuthNo:       GRS 1, item 30a&b       Date Edited:       4/1/1999         A-23-010- 01c(2)       Case Files - Arranged by name of individual and case number         DispAuthNo:       GRS 1, item 30a&b       Date Edited:       4/1/1999					
legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         b. EEOC Complaint Cases.       (2) Foreign Service Employees.         Disposition:       Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.         DispAuthNo:       N1-59-95-11, item 29b(2)       Date Edited:       4/1/1999         A-23-010- 01c(1)       Case Files - Arranged by name of individual and case number         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         c. Personnel Grievance Cases.       (1) Civil Service Employees.         Disposition:       Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.         Disposition:       Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.         Disposition:       GRS 1, item 30a&b       Date Edited:       4/1/1999         A-23-010- 01c(2)       Case Files - Arranged by name of individual and case number         Disposition:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegra		Case Files - Arranged by name of individual and case number			
(2) Foreign Service Employees.         Disposition:       Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.         DispAuthNo:       N1-59-95-11, item 29b(2)       Date Edited:       4/1/1999         A-23-010- 01c(1)       Case Files - Arranged by name of individual and case number       4/1/1999         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         c. Personnel Grievance Cases.       (1) Civil Service Employees.         Disposition:       Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.         DispAuthNo:       GRS 1, item 30a&b       Date Edited:       4/1/1999         A-23-010- 01c(2)       Case Files - Arranged by name of individual and case number       4/1/1999         A-23-010- 01c(2)       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while	Description:	legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while			
Disposition:       Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.         DispAuthNo:       N1-59-95-11, item 29b(2)       Date Edited:       4/1/1999         A-23-010- 01c(1)       Case Files - Arranged by name of individual and case number       4/1/1999         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         c.       Personnel Grievance Cases.       (1)       Civil Service Employees.         Disposition:       Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.         Disposition:       GRS 1, item 30a&b       Date Edited:       4/1/1999         A-23-010- 01c(2)       Case Files - Arranged by name of individual and case number       4/1/1999         A-23-010- 01c(2)       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while		b. EEOC Complaint Cases.			
years after case is closed.DispAuthNo:N1-59-95-11, item 29b(2)Date Edited:4/1/1999A-23-010- O1c(1)Case Files - Arranged by name of individual and case numberDescription:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. c. Personnel Grievance Cases. (1) Civil Service Employees.Date Edited:4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case numberA/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Case Files - Arranged by name of individual and case number4/1/1999A-23-010- O1c(2)Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and cinculars, rules, legislation, telegrams, new		(2) Foreign Service Employees.			
A-23-010- 01c(1)       Case Files - Arranged by name of individual and case number         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.         c.       Personnel Grievance Cases.         (1)       Civil Service Employees.         Disposition:       Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.         DispAuthNo:       GRS 1, item 30a&b       Date Edited:       4/1/1999         A-23-010- 01c(2)       Case Files - Arranged by name of individual and case number         Description:       Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while	Disposition:		of case for transfer to WNRC.	Destroy 20	
01c(1)Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. c. Personnel Grievance Cases. (1) Civil Service Employees.Disposition:Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.DispAuthNo:GRS 1, item 30a&bDate Edited:4/1/1999A-23-010- 01c(2)Case Files - Arranged by name of individual and case numberDescription:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while	DispAuthNo:	N1-59-95-11, item 29b(2)	Date Edited:	4/1/1999	
legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.c. Personnel Grievance Cases.(1) Civil Service Employees.Disposition:Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.DispAuthNo:GRS 1, item 30a&bDate Edited:4/1/1999A-23-010- 01c(2)Case Files - Arranged by name of individual and case numberDescription:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while		Case Files - Arranged by name of individual and case number			
(1) Civil Service Employees.Disposition:Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.DispAuthNo:GRS 1, item 30a&bDate Edited:4/1/1999A-23-010- 01c(2)Case Files - Arranged by name of individual and case numberDescription:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while	Description:	legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while			
Disposition:Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.DispAuthNo:GRS 1, item 30a&bDate Edited:4/1/1999A-23-010- 01c(2)Case Files - Arranged by name of individual and case numberDescription:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while		c. Personnel Grievance Cases.			
DispAuthNo:GRS 1, item 30a&bDate Edited:4/1/1999A-23-010- 01c(2)Case Files - Arranged by name of individual and case number4/1/1999Description:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while		(1) Civil Service Employees.			
A-23-010- 01c(2)Case Files - Arranged by name of individual and case numberDescription:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while	Disposition:	Retire to RSC 6 months after close	of case. Destroy 7 years after c	ase is closed.	
01c(2)Description:Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while	DispAuthNo:	GRS 1, item 30a&b	Date Edited:	4/1/1999	
legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while		Case Files - Arranged by name of individual and case number			
providing advice or in support of litigation brought against the Department.	Description:	legal documents, handwritten notes, notices and circulars, rules, legislation,			
c. Personnel Grievance Cases.		c. Personnel Grievance Cases.			
(2) Foreign Service Employees (exception from GRS 1, item 30a and b).		(2) Foreign Service Employees (ex	ception from GRS 1, item 30a a	nd b).	
<b>Disposition:</b> Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.	Disposition:		of case for transfer to WNRC.	Destroy 20	
	DispAuthNo:				

A-23-010- 01d(1)	Case Files - Arranged by nar	ne of individual and case nur	nber
Description:	Memorandums, articles, court documents, correspondence, legal briefs and othe legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.		
	d. Investigative Cases.		
	(1) Civil Service Employees.		
Disposition:	Retire to RSC 6 months after of	close of case. Destroy 5 years	after case is closed.
DispAuthNo:	N1-59-95-11, item 29d(1)	Date Edited:	4/1/1999
A-23-010- 01d(2)	Case Files - Arranged by nar	ne of individual and case nur	nber
Description:	Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.		
	d. Investigative Cases.		
	(2) Foreign Service Employee	S.	
Disposition:	Retire to RSC 6 months after of	close of case. Destroy 5 years	after case is closed.
DispAuthNo:	N1-59-95-11, item 29d(2)	Date Edited:	4/1/1999
A-23-010-02	Personnel Subject Files		
Description:	Telegrams, handwritten notes, memorandums, draft statements, guidance, facsimiles, laws and regulations and other documentation used to provide advice concerning personnel issues to client bureaus.		
Disposition:		ements and frequency of use di ational Archives when 30 years	
DispAuthNo:	N1-59-95-11, item 30	Date Edited:	4/1/1999
A-23-010-03	Ethics Subject Files		
Description:		memorandums, statements, gr documentation used to provide s.	
Disposition:	Retire to RSC as space require the WNRC. Destroy 2 years a	ements and frequency of use di fter receipt in RSC.	ictate for transfer to

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A-23-010- 04a	Nominations Files - Arrang name of nominee	ed overall by type of nominee a	and thereunder by		
Description:	Nomination papers (SF-278) and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above.				
	a. Confirmed Nominees.				
Disposition:	Retire to RSC 2 years after c	confirmation. Destroy 6 years after	er confirmation.		
DispAuthNo:	N1-59-95-11, item 32a	Date Edited:	4/1/1999		
A-23-010- 04b	Nominations Files - Arranged overall by type of nominee and thereunder by name of nominee				
Description:	Nomination papers (SF-278) and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above.				
Dianaaitian	b. Unconfirmed Nominees.				
Disposition:	Destroy 1 year after nominee is withdrawn.				
DispAuthNo:	N1-59-95-11, item 32b	Date Edited:	4/1/1999		
A-23-010-05	Nominations Summary Log				
Description:	A ledger used as a tracking record from beginning of nomination to confirmation or non-confirmation.				
Disposition:	Destroy 6 years after last entry in log.				
DispAuthNo:	N1-59-95-11, item 33	Date Edited:	4/1/1999		
A-23-010-06	Pre-employment Clearance Files - Arranged in chronological order by month				
A-23-010-00	Pre-employment Clearance	e Files - Arranged in chronolog	ical order by month		
Description:	Memorandums, position deso background material and oth	criptions, financial disclosure report er documents used to obtain pre- or to filling covered positions as r	orts and other employment		
	Memorandums, position dese background material and oth clearances for individuals pri Government Act and Ethics F	criptions, financial disclosure report er documents used to obtain pre- or to filling covered positions as r	orts and other employment		

A-23-010- 07a	Garnishment/Bankruptcy Fi	les	
Description:		otes, letters, regulations, telegrations telegraters for child support and bankru	
	a. Case Files.		
Disposition:	Destroy 3 years after garnishi resolved in bankruptcy cases	nent is terminated or after all ob	ligations are
DispAuthNo:	GRS 2, item 18	Date Edited:	4/1/1999
A-23-010- 07b		les - Memorandums, handwri ing to writs of attachments, g uptcy deductions	
Description:	b. Subject Files.		
Disposition:	Block files by year. Retire to	RSC when 5 years old. Destroy	y when 7 years old.
DispAuthNo:	N1-59-95-11, item 35b	Date Edited:	4/1/1999

### Chapter 23: Legal Affairs Records

# Office of Human Rights and Refugees

A-23-011- 01a	Program Files - Arranged by subject				
Description:	a. Subject Files. Correspondence, memorandums, handwritten notes, copies of rules, regulations, cables, UNHCR documents, congressional documents, reports, statements/speeches, facsimiles, articles and other documentation relating to legal issues concerning human rights and refugees.				
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.				
DispAuthNo:	N1-59-95-11, item 36a	Date Edited:	4/1/1999		
A-23-011- 01b	Program Files - Arranged alphabetically by country				
Description:	<ul> <li>b. Country Files. Reports, articles, cables, correspondence and other documentation related to legal issues and specific countries.</li> </ul>				
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.				
DispAuthNo:	N1-59-95-11, item 36b	Date Edited:	4/1/1999		
A-23-011- 01c	Program Files - Arranged by case name and number				
Description:	c. Litigation Case Files. Handwritten notes, pleadings, legal opinions, briefs and other legal documents pertaining to litigation brought by or against the Department relating to human rights and refugee issues.				
Disposition:	Permanent. Maintain in active and inactive blocks. Retire inactive cases to RSC 1 year after case is closed. Transfer to WNRC 5 years after case is closed. Transfer to the National Archives 30 years after close of case.				
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### Chapter 23: Legal Affairs Records

# Office of Law Enforcement and Intelligence

A-23-012- 01a	Extradition Case Files			
Description:	Dossiers documenting U.S. and fore for crimes committed in the United S		ives to be tried	
	a. Precedent and Historical Cases.			
Disposition:	Permanent. Retire to RSC 2-years years after case is closed. Transfer is closed.			
DispAuthNo:	N1-59-00-06, item 1a	Date Edited:	7/29/1999	
A-23-012- 01b(1)	Extradition Case Files			
Description:	Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.			
	b. Non-precedent and non-historical cases.			
	(1) Recordkeeping copy			
Disposition:	Retire to the RSC two years after the case is closed for transfer to a records storage facility. Destroy 20-years after case is closed.			
DispAuthNo:	N1-59-00-06, item 1b(1)	Date Edited:	7/29/2002	
A-23-012- 01b(2)	Extradition Case Files			
Description:	Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.			
	(2) Electronic Copies created on ele	ectronic mail and word processi	ng systems.	
Disposition:	Delete after recordkeeping copy has	s been produced.		
DispAuthNo:	N1-59-00-06, item 1b(2)	Date Edited:	7/29/2002	

A-23-012- 02a	Extradition Card File and Computer Database.			
Description:	Card file and computer database use do analyses, respond to FOIA reque previous cases.			
	a. Card Files.			
Disposition:	Destroy when no longer needed.			
DispAuthNo:	N1-59-95-11, item 38a	Date Edited:	4/1/1999	
A-23-012- 02b	Extradition Card File and Computer Database - Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases			
Description:	b. Computer Database File. Software dependent database compiled with information extracted from case files used to track status of cases. Also used to do analyses and statistical reports.			
Disposition:	Delete information in database when no longer needed.			
DispAuthNo:	N1-59-95-11, item 38b	Date Edited:	4/1/1999	
A-23-012-03	General Extradition Subject Files			
Description:	Telegrams, memorandums, reports, handwritten notes, circulars and regulations, copies of legislation, background information, correspondence between the Department of State and the Department of Justice, copies of hearings and other documentation relating to extradition matters.			
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 39	Date Edited:	4/1/1999	
A-23-012-04	Extradition Chronological Files			
Description:	Copies of diplomatic notes, surrender warrants and declarations arranged chronologically. Has maintained a complete record to be used for reference and research purposes.			
Disposition:	Destroy when no longer needed.			
DispAuthNo:	N1-59-95-11, item 40	Date Edited:	4/1/1999	

A-23-012-05	Extradition Country Files - Arranged in alphabetical order by country			
Description:	Telegrams, diplomatic notes, correspondence, memorandums and other documentation relating to extradition issues that are country specific.			
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 41	Date Edited:	4/1/1999	
A-23-012-06	Subject and Country Files (Attorn	ey-Advisers' Files)		
Description:	Telegrams, memorandums, reports, correspondence, policy papers and directives, notes, chits, drafts, e-mail, documents, and other material relating to all matters dealt with by L/LEI. Subjects include international law enforcement issues, extradition matters, narcotic matters, intelligence coordination and oversight, counter-terrorism, Mutual Legal Assistance Treaties (MLATs), war criminality, interagency intelligence liaison, intelligence activities, and other related activities.			
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 42	Date Edited:	4/1/1999	
A-23-012- 07a	Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases			
Description:	a. Precedent and Historical Cases.			
Disposition:	Permanent. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.			
DispAuthNo:	N1-59-95-11, item 43a	Date Edited:	4/1/1999	
A-23-012- 07b	Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases			
Description:	b. Non-Precedent and Non-Historic	al Cases.		
Disposition:	Retire to RSC 2 years after case is o years after case is closed.	closed for transfer to the WNRC.	Destroy 10	
DispAuthNo:	N1-59-95-11, item 43b	Date Edited:	4/1/1999	

# Chapter 23: Legal Affairs Records

### Office of Legislation and General Management

A-23-013-01	Subject Files			
Description:	Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, memoranda, articles, legislative histories, legal briefs and other legal documents, policy statements, press releases, and other documentation that the Office of Legislation and General Management accumulates while providing advice and support to client bureaus.			
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 44	Date Edited:	4/1/1999	
A-23-013-02	Litigation Case Files - Arranged by case name and number			
Description:	Depositions, legal briefs and other legal documents pertaining to litigation brought by or against the Department relating to the Freedom of Information Act and Privacy Act.			
Disposition:	Maintain in active/inactive series. Retire inactive cases to RSC 1 year after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.			
DispAuthNo:	N1-59-95-11, item 45	Date Edited:	4/1/1999	

### Chapter 23: Legal Affairs Records

# Office of Oceans, International Environmental and Scientific Affairs

A-23-014-01	Subject Files			
Description:	Telegrams, memorandums, position papers, background information, correspondence, copies of legislation, copies of agreements and treaties, court documents and other documentation used in rendering legal advice and assistance in the negotiation, drafting, application and interpretation of international agreements, and coordinating other legal activities related to oceans, international environmental and scientific affairs.			
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 46	Date Edited:	4/1/1999	
A-23-014-02	Country Files			
Description:	Telegrams, memorandums, position papers, background information, correspondence, copies of treaties and agreements, court documents pertaining to and arranged by specific countries.			
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 47	Date Edited:	4/1/1999	
A-23-014-03	Court Documents (separate colle	ction).		
Description:	Court documents and briefs cited ir collection. Does not include briefs		parate	
Disposition:	Destroy when no longer needed.			
DispAuthNo:	N1-59-95-11, item 48	Date Edited:	4/1/1999	
Reserved				
A-23-015- 000	RESERVED.			
Description:				
Disposition:				
DispAuthNo:	Reserved	Date Edited:	7/29/2002	

Office of Priva	ate International Law				
A-23-016- 01a	International Organization Files - Arranged by organization and thereunder by subject				
Description:	of international organizations	a. Administrative Files. Documentation relating to the structure and management of international organizations and conferences. Contains information on the budget, pension plans, size of the bodies, staffing, building, etc.			
Disposition:	Retire to RSC when 5 years	old. Destroy when 10 years old	d.		
DispAuthNo:	N1-59-95-11, item 51a	Date Edited:	4/1/1999		
A-23-016- 01b	International Organization Files - Arranged by organization and thereunder by subject				
Description:	meetings, correspondence, c treaty interpretation and resp documentation documenting	, draft and final minutes of mee draft conventions, final texts of t onses to them, speeches, artic U.S. participation in internation development of private internati	reaties, reports on les and other al organizations for the		
Disposition:	Permanent. Retire to RSC 10 years after treaty enters into force. Transfer to WNRC 15 years after treaty enters into force. Transfer to the National Archives 30 years after treaty enters into force.				
DispAuthNo:	N1-59-95-11, item 51b	Date Edited:	4/1/1999		
A-23-016-02	Advisory Committee Meetings on Private International Law - Arranged by meeting and by study group in addition to some general files about the committee				
Description:		ndas, correspondence, memora establishment and work of the			
Disposition:	Permanent. Retire to RSC 10 years after meeting for transfer to WNRC. Transfer to the National Archives 30 years after meeting.				
		intee ee yeare alter meeting.			
DispAuthNo:	N1-59-95-11, item 52	Date Edited:	4/1/1999		
DispAuthNo: A-23-016-03	N1-59-95-11, item 52 Miscellaneous Correspond	Date Edited:			
	Miscellaneous Correspond Correspondence from individ	Date Edited:	4/1/1999 asking questions about		
A-23-016-03	Miscellaneous Correspond Correspondence from individ	Date Edited: lence Files (ACPIL) luals requesting information or a	4/1/1999 asking questions about		

Office of Special Function Problems				
A-23-017-01	Litigation Case Files - Arranged by country			
Description:	Memorandums, correspondence, cables, notes, facsimiles, court decisions and other documents relating to litigation involving an Embassy or Foreign Service National employee.			
Disposition:	Retire to RSC 10 years after the close of case for transfer to the Washington National Records Center (WNRC). Destroy 20 years after close of case.			
DispAuthNo:	N1-59-95-11, item 54	Date Edited:	4/1/1999	
A-23-017-02	Foreign Litigation Case Files			
Description:	Memorandums, correspondence, cables, handwritten notes, copies of reference material and other documentation relating to foreign sovereignty and immunity cases against the United States, U.S. corporations and individuals.			
Disposition:	Retire to RSC 5 years after close of case. Destroy 10 years after close of case.			
DispAuthNo:	N1-59-95-11, item 55	Date Edited:	4/1/1999	
A-23-017-03	Privileges and Immunities Files - Arranged by subject and thereunder by country			
Description:	Cables, correspondence, memorandums, diplomatic notes, facsimiles, copies of international agreements and other documentation relating to diplomatic immunities of foreign diplomats and accompanying issues. Included are the dependent employment files.			
Disposition:	Permanent. Retire to RSC as sp for transfer to the WNRC. Transfer			
DispAuthNo:	N1-59-95-11, item 56	Date Edited:	4/1/1999	
A-23-017-04	Foreign Missions Act Files - Ar	ranged by subject and/or is	sue	
Description:	Cables, memos, correspondence, handwritten notes, facsimiles and other documentation relating to the Foreign Missions Act. Included are rules and regulations for Foreign Missions and the diplomats connected thereto and issues concerning reciprocity.			
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.			
DispAuthNo:	N1-59-95-11, item 57	Date Edited:	4/1/1999	

A-23-017-05	Diplomatic Tax Files		
Description:	Diplomatic notes and cables relating to a variety of tax issues involving foreign missions and diplomats in the U.S. and American missions and personnel abroad.		
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 10 years old.		
DispAuthNo:	N1-59-95-11, item 58	Date Edited:	4/1/1999
A-23-017-06	Foreign Heads of State Immunity Files - Arranged by name of foreign head of state or subject		
Description:	Decisions, talking points, court documents, transcripts, memorandums, correspondence and other documentation relating to litigation involving foreign heads of state.		
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-95-11, item 59	Date Edited:	4/1/1999

# Chapter 23: Legal Affairs Records

# Office of Treaty Affairs

A-23-018-01	Original Treaties and Agreements in Force - Arranged in numerical order by TIAS (publication) number		
Description:	Original treaties and agreements in force having undergone ratification and proclamation by the President. Consist of original agreement and TIAS publication. Included are classified treaties which are not published.		
Disposition:	Permanent. Retire to RSC as volume warrants. Transfer to National Archives immediately thereafter.		
DispAuthNo:	N1-59-95-11, item 60	Date Edited:	4/1/1999
A-23-018-02	TIAS Publications Documentatio	n	
Description:	Correspondence, documents, galleys, manuscripts, Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R).		
Disposition:	Destroy 1 year after publication.		
DispAuthNo:	N1-59-95-11, item 61	Date Edited:	4/1/1999
A-23-018-03	Vital Records		
Description:	Consist of extra copies of TIAS publications, texts of agreements not published, UST Bound Volumes (United States Treaties), Treaties in Force yearly publications and Slip Laws (Public Law) deposited at relocation site.		
Disposition:	Retain at relocation site until notifie	d by L/T.	
DispAuthNo:	N1-59-95-11, item 62	Date Edited:	4/1/1999
A-23-018-04	Treaty and Agreement Backgrou	nd Files - Arranged by subject	
Description:	Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; telegrams, airgrams and dispatches; memoranda and other official correspondence of background interest.		
Disposition:	Permanent. Retire to RSC 5 years after termination of agreement for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement.		
DispAuthNo:	N1-59-95-11, item 63	Date Edited:	4/1/1999

A-23-018-05	Treaty and Agreement Index Card File			
Description:	Used with treaty background files. Abstracts containing vital information relating to treaties, i.e. where signed, date of entry into force, duration, amendments, extensions, etc., termination dates and action, legal basis, etc.			
Disposition:	Permanent. Retain in L/T until automated; then retire to RSC for transfer to the National Archives. Include copies of related cards with retired treaty background file.			
DispAuthNo:	N1-59-95-11, item 64	Date Edited:	4/1/1999	
A-23-018-06	Treaty and Agreement Negotiating	Files - Arranged by subject		
Description:	Texts and background information on treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage. Copies of proposed treaties, translations and transmittals, copies of texts of agreements, telegrams, memoranda and other official correspondence of background interest.			
Disposition:	When treaty or agreement has been background file.	concluded, remove and place in	treaty	
DispAuthNo:	N1-59-95-11, item 65	Date Edited:	4/1/1999	
A-23-018-07	Agreements between countries in which the U.S. is not a participant (Bilateral and Multilateral)			
Description:	Copies of text and related backgrour between multiple countries of which agreements, telegrams, airgrams, dis background interest.	the U.S. is not a participant. Cop	ies of the	
Description: Disposition:	Copies of text and related backgrour between multiple countries of which agreements, telegrams, airgrams, dis	the U.S. is not a participant. Cop spatches and other related corres	ies of the spondence of	
·	Copies of text and related backgrour between multiple countries of which agreements, telegrams, airgrams, dis background interest. Permanent. Retire to RSC immediat	the U.S. is not a participant. Cop spatches and other related corres	ies of the spondence of	
Disposition:	Copies of text and related backgrour between multiple countries of which agreements, telegrams, airgrams, dis background interest. Permanent. Retire to RSC immediat when 30 years old.	the U.S. is not a participant. Cop spatches and other related corres ely for transfer to WNRC. Transf	ies of the spondence of fer to NARA	
Disposition: DispAuthNo:	Copies of text and related backgrour between multiple countries of which agreements, telegrams, airgrams, dis background interest. Permanent. Retire to RSC immediat when 30 years old. N1-59-95-11, item 66	the U.S. is not a participant. Cop spatches and other related corres ely for transfer to WNRC. Transf <b>Date Edited:</b> hich it received. The log includes ation, country with which agreeme	ies of the spondence of fer to NARA 4/1/1999 s the following	
Disposition: DispAuthNo: A-23-018-08	Copies of text and related backgrour between multiple countries of which agreements, telegrams, airgrams, dis background interest. Permanent. Retire to RSC immediat when 30 years old. N1-59-95-11, item 66 <b>Treaty and Agreement Log Books</b> Log of all treaties and agreements w information: date of receipt, classifica	the U.S. is not a participant. Cop spatches and other related corres ely for transfer to WNRC. Transf <b>Date Edited:</b> hich it received. The log includes ation, country with which agreeme umber (when appropriate).	ies of the spondence of fer to NARA 4/1/1999 s the following ent is made,	

A-23-018-09	Circular 175 Logs		
Description:	Logs consisting of abstracts of the Circular 175 memorandums maintained by subject.		
Disposition:	Destroy when no longer ne	eded.	
DispAuthNo:	N1-59-95-11, item 68	Date Edited:	4/1/1999
A-23-018-10	Circular 175 Files		
Description:	Copies of each Circular 175 memorandum. (Master copy maintained as part of Treaty and Agreement Background Files.)		
Disposition:	Destroy when no longer ne	eded.	
DispAuthNo:	N1-59-95-11, item 69	Date Edited:	4/1/1999
A-23-018-11	General Treaty and Agreement Information Files		
Description:	Memorandums, reports, opinions, lists, correspondence, documents, and other information on the general subject of treaties and agreements. Topics include treaty and agreement practice, treaty and agreement termination, dispute settlements, and other such matters.		
Disposition:	Permanent. When no long the National Archives.	er needed, transfer to RSC for imr	mediate transfer to
DispAuthNo:	N1-59-95-11, item 70	Date Edited:	4/1/1999
A-23-018-12	Treaties in Force Publicat	tion	
Description:	Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.		
	has become a party and wh	nich are carried on the records of t	
Disposition:	has become a party and wh	nich are carried on the records of t of January 1 of each year.	

# Chapter 23: Legal Affairs Records

#### **Office of United Nations Affairs**

A-23-019- 01a	Program Files - Arranged by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.		
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents.		
	a. General Subject and Countr	y Files.	
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives after 5 years.		
DispAuthNo:	N1-59-95-11, item 72a	Date Edited:	4/1/1999
A-23-019- 01b(1)	Program Files - Arranged by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.		
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents.		
	b. Case Files.		
	(1) Precedent Cases.		
Disposition:	Permanent. Retire to RSC one 10 years old. Transfer to the N		
DispAuthNo:	N1-59-95-11, item 72b(1)	Date Edited:	4/1/1999

A-23-019- 01b(2)	Program File - Organized by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.		
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents.		
	b. Case Files.		
	(2) All Other Cases.		
Disposition:	Retire to RSC one year after of	close of case. Destroy 10 years	after close of case.
DispAuthNo:	N1-59-95-11, item 72b(2)	Date Edited:	4/1/1999
A-23-019-02	Advisory Committee on Inte	rnational Law	
Description:	The records are by meeting in addition to some general files about the committee. The files consist of minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.		
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-95-11, item 73	Date Edited:	4/1/1999

General				
A-23-020-01	Chronological Files (Covers all offices except F.O. principals and L/LEI chrons)			
Description:	Extra copies of outgoing communications of all types arranged chronologically. The official record copy of the communications are filed elsewhere by subject or case.			
Disposition:	Destroy when 1 year old, or when no longer needed, whichever is sooner. If records in the Chronological Files are NOT extra copies of documents, they have the same disposition as that component's Program, Subject, or Country Files as noted elsewhere in this schedule.			
DispAuthNo:	N1-59-95-11, item 74	Date Edited:	4/1/1999	
A-23-020-02	Office Administrative Files	(Supervisor/Director)		
Description:	Records relating to the internal administration or housekeeping activities of the office. These files relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records, supplies, training, etc.			
Disposition:	Destroy when 2 years old, or	when no longer needed, which	ever is sooner.	
DispAuthNo:	GRS 23, item 1	Date Edited:	4/1/1999	
A-23-020-03	Security and Safety Files (G	eneral)		
Description:	Documents pertaining to general security and safety within an office, such as copies of security surveys and inspection reports, excluding those maintained by the Bureau of Diplomatic Security. Includes OF-117, Notice of Security Violations, copies of security violation reports, OF-118, Record of Violation and related documents.			
Disposition:	Block annually. Destroy when	n 2 years old.		
DispAuthNo:	GRS 23, item 1	Date Edited:	4/1/1999	
A-23-020-04	Officer Working Files (Cove	ers all offices except L/CID)		
Description:	Files maintained by or for individual attorneys consisting of extra or information copies of telegrams, memorandums, preliminary or rough drafts of communications, reports and other documentation.			
Disposition:	Review annually and destroy material no longer needed for current work assignment or project. This item DOES NOT apply to the Program, Subject, Country, Litigation, and other primary files of components of the Office of the Legal Adviser described on this schedule even if maintained in an individual's office.			

A-23-020-05	Reference Files			
Description:	Printed reports, special studies, internal instructions, information manuals, legislative publications and other documents used for reference purposes.			
Disposition:	Review annually and destroy material of no further reference value.			
DispAuthNo:	GRS 23, item 6	Date Edited:	4/1/1999	
Legal Adviser	for Political-Military Aff	airs		
A-23-025-01	Subject and Country Files - Overall arrangement is by subject but subdivided by secondary subject, country, date, section of act or appropriate breakdown			
Description:	Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign military assistance, military applications of atomic/nuclear energy and space technology, disarmament, global military and all other related politico-military issues.			
Disposition:		RSC as space requirements and fr ashington National Records Center hives when 30 years old.		
DispAuthNo:	N1-59-95-11, item 49	Date Edited:	4/1/1999	
A-23-025-02	Litigation Case Files - Arr	anged by name of case		
Description:	Cases relating to suits brought against U.S. armed forces and those brought by the United States involving international traffic in arms that violate the Arms Export Control Act. Memorandums, copies of regulations and legislation, and telegrams.			
Disposition:	Permanent. Retire to RSC 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.			
DispAuthNo:	N1-59-95-11, item 50	Date Edited:	4/1/1999	

### Chapter 23: Legal Affairs Records

#### Legal Adviser for Arms Control and Verification L/ACV (also see L/NPmerged 5/2007)

A-23-030- 01a	Subject Files.		
Description:	a. Substantive files relating to specific subject or topic that establishes, discusses, or defines arms control and verification policy. May include memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to arms control and verification. Arranged alphabetically by subject.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area for five years after cut off and retire to Records Service Center. Transfer to Washington National Records Center when 10 years old. Transfer to National Archives 25 years after closure. (New item) (Ref N1-383-97-1, item 3a and N1-59-95-11, item 49)		
DispAuthNo:	N1-59-01-09, item 1a	Date Edited:	10/4/2001
A-23-030- 01b	Subject Files.		
Description:	b. Electronic copies produced on ele	ectronic mail and word processi	ng systems.
Disposition:	TEMPORARY: Delete once recordk	eeping copy has been produced	d. (New item)
DispAuthNo:	N1-59-01-09, item 1b	Date Edited:	10/4/2001
A-23-030- 02a	Treaty Negotiation Subject Files.		
Description:	a. Files contain duplicate copies of materials relating to the negotiations of treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agendas; meeting minutes and other substantive records relating to arms control and verification. Arranged alphabetically by subject, or chronologically by negotiation round.		
Disposition:	PERMANENT: Cut off at end of cale years after cut off and retire to Reco National Records Center when ten y years after closure. (New item)	rds Service Center. Transfer to	Washington
DispAuthNo:	N1-59-01-09, item 2a	Date Edited:	10/4/2001

A-23-030- 02b	Treaty Negotiation Subject Files.		
Description:	b. Electronic copies produced on electronic mail and word processing systems.		
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced. (New item)		
DispAuthNo:	N1-59-01-09, item 2b	Date Edited:	10/4/2001
Legal Adviser for NonProliferation L/NP (also see L/ACV-merged 5/2007)			
A-23-035- 01a	Subject and Country Files		
Description:	a. Substantive files relating to specific subject or country topic that establishes, discusses or defines nonproliferation policy. May include memoranda, memoranda of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to nonproliferation. Overall arrangement is by subject or country but subdivided by secondary subject, date, or other appropriate breakdown.		
Disposition:	PERMANENT. Cut off at end of calendar year. Hold in current file area for 5 years after cut off and retire to Records Service Center. Transfer to Washington National Records Center when 10 years old. Transfer to National Archives 25 years after closure.		
DispAuthNo:	N1-59-02-01, item 1a	Date Edited:	7/5/2002
A-23-035- 01b	Subject and Country Files		
Description:	b. Electronic copies produced on electronic mail and word processing systems.		
Disposition:	TEMPORARY. Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-59-02-01, item 1b	Date Edited:	7/5/2002
A-23-035-02	Litigation Case Files		
Description:	Files include cases relating to suits brought against the U.S. Government and those brought by the United States involving activities related to the Atomic Energy Act and other nonproliferation related matters. Files include memoranda, copies of regulations and legislation, telegrams, briefs, affidavits and depositions.		
Disposition:	Disposition Not Authorized.		
DispAuthNo:	N1-59-02-01, item 2	Date Edited:	7/5/2002