
U.S. Department of State Records Schedule

Chapter 21: Geographic Area Affairs Records

African Affairs-Office of the Assistant Secretary**A-21-010-01a Assistant Secretary's Files**

Description: a. Chronological and Subject Files. Arranged partly in chronological order and partly by subject. Telegrams, memorandums, briefing papers and correspondence.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-18, item 1a **Date Edited:** 4/1/1999

A-21-010-01b Assistant Secretary's Files

Description: b. Calendar - Appointment Book. Listing of appointments and meetings. No substantive information recorded.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-18, item 1b **Date Edited:** 4/1/1999

A-21-010-02 Deputy Assistant Secretaries' Files - Arranged both chronologically and by subject

Description: Telegrams, memorandums, press releases, copies of speeches, correspondence and other records documenting their activities.

Disposition: Block files by year. Destroy when 3 years old.

DispAuthNo: N1-59-93-18, item 2 **Date Edited:** 4/1/1999

A-21-010-03a Staff Assistants' Files

Description: a. Subject Files. Copies of White House readings, reports, inspection reports, studies, briefing material, Special caption documents, and other documentation needing to be retained for operational purposes.

Disposition: Block by year. Destroy when one year old.

DispAuthNo: N1-59-93-18, item 3a **Date Edited:** 4/1/1999

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A-21-010-03b	Staff Assistants' Files		
Description:	b. Chronological Files. Arranged by month. Pending and completed tasks, copies of telegrams which are cleared on by the Front Office, special caption documents and channel messages, papers on specific events, i.e. visits, briefings, etc., copies of policy papers and other documentation which are controlled by or of interest to the Front Office.		
Disposition:	Destroy when 3 months old.		
DispAuthNo:	N1-59-93-18, item 3b	Date Edited:	4/1/1999
A-21-010-04	Top Secret Documents		
Description:			
Disposition:	Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old. Transfer to the WNRC when 6 years old. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-18, item 4	Date Edited:	4/1/1999
A-21-010-05	NODIS, EXDIS, and Roger Channel Messages		
Description:			
Disposition:	Destroy when no longer needed and inform S/S. Do not retire.		
DispAuthNo:	N1-59-93-18, item 5	Date Edited:	4/1/1999
A-21-010-06a	Working Files - Rough notes or drafts, calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents		
Description:	a. Drafts which form an integral part of the finished project or show changes of policy.		
Disposition:	Remove and place in official file along with other documentation.		
DispAuthNo:	N1-59-93-18, item 6a	Date Edited:	4/1/1999
A-21-010-06b	Working Files - Rough notes or drafts, calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material used for convenience of reference or to prepare or analyze other documents		
Description:	b. Calculations, publications, newspaper clippings, extra copies of communications and correspondence and reference material.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-93-18, item 6b	Date Edited:	4/1/1999

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African Affairs-Office of the Executive Director**A-21-011-01a** **Executive Director's Files**

Description: a. Subject Files. Telegrams, memorandums, decision papers, minutes of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-22, item 1a **Date Edited:** 4/1/1999

A-21-011-01b **Executive Director's Files**

Description: b. Ambassador Absences Files. Arranged by alphabetical order by post. Telegrams to and from posts regarding ambassadors' absences and who is to be left in charge.

Disposition: Screen periodically and destroy documents no longer current.

DispAuthNo: N1-59-93-22, item 1b **Date Edited:** 4/1/1999

A-21-011-01c **Executive Director's Files**

Description: c. Chronological Files. Extra copies of communications of all types, arranged chronologically. The official communications are filed in subject file.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-22, item 1c **Date Edited:** 4/1/1999

A-21-011-02a **Management Analysis Files**

Description: Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies.

a. Mission Program Plans. Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5-year reports.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer to the WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-22, item 2a **Date Edited:** 4/1/1999

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A-21-011-02b Management Analysis Files

Description: Mission program planning files for the bureau. Contains the mission program plans, reports, studies, surveys, inspection reports, guidelines, questionnaires and responses and other documents used in making projections and completing studies. Arranged alphabetically by post. Contains all of the background data, the post profiles and the 5-year reports.

b. All Other Files. Inspections, guidelines, work requirements, questionnaire/responses, surveys, cost analyses, telegrams, background material and studies used to make evaluations of post for entrance into the small embassy/consulate program, to justify country or regional programs and projects, etc.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-22, item 2b

Date Edited: 4/1/1999

A-21-011-03a Post Management Officers' Files - Arranged by TAGS and Terms

Description: Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

a. Precedent Setting Cases.

Disposition: Retain until no longer needed.

DispAuthNo: N1-59-93-22, item 3a

Date Edited: 4/1/1999

A-21-011-03b Post Management Officers' Files - Arranged by TAGS and Terms

Description: Telegrams, memorandums, reports, guidelines, procedures, telephone bills, copies of leases, mission program plans, post profiles and all other documentation relating to post management, including leases, staffing, program planning, post evacuations, official vehicles, personal contracts, health, allowances, fraud, etc.

b. All Other Cases.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-93-22, item 3b

Date Edited: 4/1/1999

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A-21-012-01c	Country/Subject Files (dated 1990 and forward) - Arranged by country, thereunder by subject and/or organization
Description:	Telegrams, airgrams, memorandums (action, briefing, information, etc.) reports, notes, correspondence, official-informal, policy papers, guidance, biographical information, memorandums of conversation, drafts, speeches or statements, news articles and releases, briefing papers, facsimiles, intelligence assessments and other material relating to the general conduct of U.S. foreign relations within the countries assigned to each officer. All records are covered regardless of where they are located. c. Special Collections. Briefing books and files retained when the corresponding block is retired. The date range of the material will vary because their active use extends beyond 3 years.
Disposition:	Permanent. Retire immediately when no longer of use in office for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-23, item 1c
Date Edited:	4/1/1999
A-21-012-02a	Task Force/Working Group Files
Description:	Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents. a. Operations Center Task Force/Working Group.
Disposition:	After ascertaining that the disbandment report containing all substantive After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.
DispAuthNo:	N1-59-93-23, item 2a
Date Edited:	4/1/1999
A-21-012-02b	Task Force/Working Group Files
Description:	Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing cables, issue papers, briefing materials, contact lists, schedules and minutes of meetings and other related documents. b. Bureau Level Task Force/Working Group.
Disposition:	Permanent. Retire to RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-23, item 2b
Date Edited:	4/1/1999

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A-21-012-03a **Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions**

Description: a. Briefings Books for Secretary of State.

Disposition: Destroy when 3 years old. The record copy is retained by S/S.

DispAuthNo: N1-59-93-23, item 3a

Date Edited:

4/1/1999

A-21-012-03b(1) **Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions**

Description: b. Other briefing books , including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and Codels.

(1) Master.

Disposition: Permanent. When 3 years old, transfer to RSC. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-23, item 3b(1)

Date Edited:

4/1/1999

A-21-012-03b(2) **Briefing Books - Books prepared for meetings, congressional hearings, meetings and conferences, consisting of telegrams, news articles, speeches and/or statements, background and briefing papers documenting U.S. policy positions**

Description: b. Other briefing books, including ones prepared for the Assistant Secretary, Deputy Assistant Secretaries and Codels.

(2) Copies.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-23, item 3b(2)

Date Edited:

4/1/1999

A-21-012-04a **Biographic Files - Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.**

Description: a. Information duplicated in INR.

Disposition: Review annually, destroy if no longer needed.

DispAuthNo: N1-59-93-23, item 4a

Date Edited:

4/1/1999

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A-21-012-04b **Biographic Files - Background information maintained on political leaders, foreign ministry officials, and military leaders. Telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.**

Description: b. Unique information not duplicated in INR.

Disposition: Review annually, offer to INR/B.

DispAuthNo: N1-59-93-23, item 4b

Date Edited: 4/1/1999

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A-21-013-01c	Program Subject Files (dated 1990 and forward) - Arranged by TAGS and Terms
Description:	Grouped by subject and/or organization according to how assignments are made to individual officers. Thereunder arranged by subject, committee or country as is appropriate. Subjects include, but are not limited to, labor, democracy, narcotics, refugees, human rights, AIDS, political/military, security assistance, UN, OAU, NAM. Guidance and briefing materials, telegrams, correspondence, research papers, reports, memorandums, intelligence assessments, speeches, press conference and summaries, issue papers, logs, project evaluations, proposals, concept papers, policy/position papers, documents of international organizations, minutes of meetings and other documents relating to regional issues and concerns that are of interest and importance to the U.S. or region. c. All Other Files.
Disposition:	Block by year. Destroy when 3 years old at the time the program files are retired
DispAuthNo:	N1-59-93-19, item 1c
Date Edited:	4/1/1999
A-21-013-02	Chronological File
Description:	Extra copies of outgoing communications of all types, arranged chronologically without regard to the subject. The official copy of the communications is filed in the subject program file.
Disposition:	Destroy when 1 year old, or sooner.
DispAuthNo:	N1-59-93-19, item 2
Date Edited:	4/1/1999
A-21-013-03	Political/Military Survey and Reports File
Description:	A reference file of surveys and reports done by U.S. Government (military) for other countries. Arranged by country.
Disposition:	Destroy when no longer needed for operations.
DispAuthNo:	N1-59-93-19, item 3
Date Edited:	4/1/1999

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African Affairs-Public Affairs Staff

A-21-014-01	Africa U.S. Press		
Description:	Summaries of daily newspaper clippings from U.S. newspapers which are circulated throughout the AF Bureau and AF foreign service posts.		
Disposition:	Destroy when 4 months old.		
DispAuthNo:	N1-59-93-20, item 1	Date Edited:	4/1/1999
A-21-014-02	Press Guidance File - Arranged by country and date		
Description:	Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.		
Disposition:	Destroy when 1-1/2 years old.		
DispAuthNo:	N1-59-93-20, item 2	Date Edited:	4/1/1999
A-21-014-03	Speeches by the AF Assistant Secretary		
Description:	Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on site during visits to other countries.		
Disposition:	Permanent. Cut off at the end of the incumbent's tenure. Retire to the RSC immediately. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-20, item 3	Date Edited:	4/1/1999
A-21-014-04	Speeches by Principal Deputy Assistant Secretary and Deputy Assistant Secretaries and various other individuals		
Description:	Speeches, statements, press conferences by above named principals and various individuals - Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.		
Disposition:	Destroy when no longer needed for reference.		
DispAuthNo:	N1-59-93-20, item 4	Date Edited:	4/1/1999
A-21-014-05	Investment Climate Report		
Description:	Data obtained from the Foreign Economic Trends (Commerce Department publication) and published annually for the Trends Investment Conference. No new information is added to it.		
Disposition:	Destroy when superseded or when no longer needed in current operations.		
DispAuthNo:	N1-59-93-20, item 5	Date Edited:	4/1/1999

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A-21-014-06 Speaker Bio Files

Description: Biographic data on Bureau principals which is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.

Disposition: Destroy when superseded or when tenure of principal is terminated.

DispAuthNo: N1-59-93-20, item 7 **Date Edited:** 4/1/1999

A-21-014-07 South African General Files

Description: Collection of notebooks containing reference documents on South Africa, i.e. speeches, reports, press conferences, articles from publications, briefing and background papers, Q's and A's, presidential actions, etc.

Disposition: Destroy when no longer needed for current operations.

DispAuthNo: N1-59-93-20, item 8 **Date Edited:** 4/1/1999

A-21-014-08 Compiled articles from four magazines which were distributed throughout the bureau.

Description:

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-20, item 9 **Date Edited:** 4/1/1999

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African Affairs-Economic Policy Staff

A-21-015-01a **Subject/Country Files - Arranged by subject and thereunder by country**

Description: Copies of contracts and agreements, cables, memorandums, news clippings, reports, issue papers and other documentation relating to foreign economic assistance, including general policy, African Development Foundation (ADF), conferences, global coalition for Africa, multilateral donors, small country programs, PL-480 general, Title I, II, III and other related subjects.

a. Special Self-Help Files.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-93-21, item 1a **Date Edited:** 4/1/1999

A-21-015-01b **Subject/Country Files - Arranged by subject and thereunder by country**

Description: Copies of contracts and agreements, cables, memorandums, news clippings, reports, issue papers and other documentation relating to foreign economic assistance, including general policy, African Development Foundation (ADF), conferences, global coalition for Africa, multilateral donors, small country programs, PL-480 general, Title I, II, III and other related subjects.

b. Other Subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-21, item 1b **Date Edited:** 4/1/1999

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European and Canadian Affairs**A-21-020-01 Soviet and Eastern European Exchange Files**

Description: Correspondence, memorandums, memorandums of conversation, airgrams, telegrams, notes, speeches, newspaper clippings, press releases, biographic information, and other papers on each exchange between the United States and Soviet and Eastern European countries in the fields of culture, education, science, and industry.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-77-7 **Date Edited:** 4/1/1999

A-21-020-02 Consular Issues Files

Description: Consists of correspondence on consular services provided by the Department on the following issues: welfare and whereabouts of American citizens, assistance to American citizens, representation list cases, expatriate files, arrests, deportations, death cases, property claims cases, and US/Soviet correspondents visa case files.

Disposition: Retire to RSC 3 years after close of case. Destroy 5 years after close of case.

DispAuthNo: NC1-59-85-4, item 1 **Date Edited:** 4/1/1999

A-21-020-03 Resolved and Inactive Emigration Cases

Description: Consists of telegrams, airgrams and correspondence covering emigrant visa requests from Soviet citizens, requests and arrangements for CODEL visits to Soviet Union and issuance and denial of visa requests for US couriers to Soviet Union.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: NC1-59-85-4, item 2 **Date Edited:** 4/1/1999

A-21-020-04 Binational Marriage Case Files

Description: Consists of telegrams, airgrams and correspondence requesting marriage licenses and visas for Soviets married to Amcits.

Disposition: Retire to RSC 3 years after close of case. Destroy 117 years after close of case.

DispAuthNo: NC1-59-85-4, item 3 **Date Edited:** 4/1/1999

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A-21-020-05 Inter-Agency Coordinating Committee on US Soviet Relations (ICCUSA)

Description: Consists of agreements, background notes, calendars of activities, general correspondence, lists of agreements, memorandums, reports and telegrams. Relates to activities, agencies represented, Congressional oversight hearings, contacts, guidelines, meeting agendas, meeting proceedings, minutes, organization, overviews, participants, pre-meetings, press and public inquiries, press clippings, records of meetings, and talking points. Documents ICCUSA's responsibilities of monitoring and coordinating mechanisms of U.S. Government activities and interests to provide a comprehensive picture of all affairs with the Soviet Union.

Disposition: Permanent. Break file annually. Retire to RSC after 5 years. Transfer to WNRC after 7 years. Transfer to NARA after 30 years.

DispAuthNo: N1-353-87-1 **Date Edited:** 4/1/1999

A-21-020-06 Berlin Desk Files - Political Subject Files

Description: Arranged by subject. Consists of copies of memoranda, correspondence, telegrams, speeches, official-informal, memoranda of conversations, briefing papers, position papers, press releases, issues and activities in Berlin.

Disposition: Permanent. Cutoff at the end of the calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-91-27 **Date Edited:** 4/1/1999

A-21-020-10a(1) Assistant Secretary's Files.

Description: Official Files. Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are letters, memorandums, telegrams, speeches, minutes of staff meetings, and other reports and materials relating to the Bureau's mission.

Disposition: PERMANENT: Cut off annually. Transfer to RSC for transfer to WNRC when 3 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-2, item 1(a)1 **Date Edited:** 12/21/2001

A-21-020-10a(2) Assistant Secretary's Files.

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-02, item 1(a)2 **Date Edited:** 12/21/2001

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A-21-020-10b(1)	Assistant Secretary's Files.		
Description:	Official Files. Calendar-Appointment Book. List of appointments and meetings. No substantive information recorded.		
Disposition:	TEMPORARY: Destroy when 3 years old.		
DispAuthNo:	N1-59-99-02, item 1b(1)	Date Edited:	12/21/2001

A-21-020-10b(2)	Assistant Secretary's Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-02, item 1b(2)	Date Edited:	12/21/2001

A-21-020-11a	Deputy Assistant Secretary's Files.		
Description:	Official Files. Included are letters, memorandums, telegrams, speeches, minutes of staff meetings, and other reports and materials relating to the Bureau's mission.		
Disposition:	TEMPORARY: Block files by year. Destroy when 3 years old.		
DispAuthNo:	N1-59-99-02, item 2a	Date Edited:	12/21/2001

A-21-020-11b	Deputy Assistant Secretary's Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-02, item 2b	Date Edited:	12/21/2001

A-21-020-12a	Assistant Secretary's Daily Activity Reports.		
Description:	Official Files. Daily activity reports prepared for the Assistant Secretary and compiled from input by all component offices within the bureau.		
Disposition:	PERMANENT: Block files by calendar year. Transfer to the RSC when 3 years old for transfer to WNRC. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-99-02, item 3a	Date Edited:	12/26/2001

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A-21-020-12b	Assistant Secretary's Daily Activity Reports.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-02, item 3b
Date Edited:	12/26/2001

A-21-020-13a	Staff Assistant's Files.
Description:	Official Files. Copies of telegrams, action memorandums, briefing and congressional materials requiring attention of the Assistant Secretary.
Disposition:	TEMPORARY: Transfer to the RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	
Date Edited:	12/26/2001

A-21-020-13b	Staff Assistant's Files.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-02, item 4b
Date Edited:	12/26/2001

A-21-020-13c	Staff Assistant Files.
Description:	Top Secret Documents.
Disposition:	PERMANENT: Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-02, item 4c
Date Edited:	12/26/2001

A-21-020-13d	Staff Assistant Files.
Description:	NODIS, EXDIS, and Roger Channel Messages.
Disposition:	TEMPORARY: Destroy when no longer needed and inform S/S. Do not retire.
DispAuthNo:	N1-59-99-02, item 4d
Date Edited:	12/26/2001

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A-21-020-14	Chronological Files.		
Description:	Extra copies of documents of incoming and out going correspondence and communications of all types, arranged chronologically without regard to subject.		
Disposition:	TEMPORARY: Cut off annually. Destroy when 1 year old or when no longer needed, whichever is sooner.		
DispAuthNo:	N1-59-99-02, item 5	Date Edited:	12/26/2001
A-21-020-15a	Special Collections.		
Description:	Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums, and related material.		
Disposition:	PERMANENT: Transfer to RSC for transfer to WNRC when 10 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-99-02, item 6a	Date Edited:	12/26/2001
A-21-020-15b	Special Collections.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-02, item 6b	Date Edited:	12/26/2001
A-21-020-16a(1)	Briefing Books.		
Description:	Master Set. Official Files. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.		
Disposition:	PERMANENT: Transfer to RSC for transfer to WNRC when 5 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-99-02, item 7a(1)	Date Edited:	12/26/2001
A-21-020-16a(2)	Briefing Books.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-02, item 7a(2)	Date Edited:	12/26/2001

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A-21-020-16b(1) **Briefing Books.**
Description: Duplicate set. Official Files.
Disposition: TEMPORARY: Destroy when 1 year old or sooner if no longer needed for current operation.
DispAuthNo: N1-59-99-02, item 7b(1) **Date Edited:** 12/26/2001

A-21-020-16b(2) **Briefing Books.**
Description: Electronic version of records created by electronic mail and word processing applications.
Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo: N1-59-99-02, item 7b(2) **Date Edited:** 12/26/2001

A-21-020-17a **Biographic Files.**
Description: Official Files. Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.
Disposition: TEMPORARY: Periodically review and screen file. Offer to INR/B when no longer needed for current operation.
DispAuthNo: N1-59-99-02, item 8a **Date Edited:** 12/26/2001

A-21-020-17b **Biographic Files.**
Description: Electronic version of records created by electronic mail and word processing applications.
Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo: N1-59-99-02, item 8b **Date Edited:** 12/26/2001

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A-21-020-18a(1)	Task Force/Working Group Files.
Description:	7th Floor Task Force/Working Group. Official Files. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.
Disposition:	TEMPORARY: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.
DispAuthNo:	N1-59-99-02, item 9a(1)
Date Edited:	12/26/2001
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A-21-020-18a(2)	Task Force/Working Group Files.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-02, item 9a(2)
Date Edited:	12/26/2001
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A-21-020-18b(1)	Task Force/Working Group Files.
Description:	Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other non-substantive information. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.
Disposition:	PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-02, item 9b(1)
Date Edited:	12/26/2001
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A-21-020-18b(2)	Task Force/Working Group Files.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-02, item 9b(2)
Date Edited:	12/26/2001
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Chapter 21: Geographic Area Affairs Records

A-21-020-19 Automated Tracking System Files.

Description: Electronic log used to document the status of correspondence, taskings or other action items.

Disposition: TEMPORARY: Delete when no longer needed.

DispAuthNo: N1-59-99-02, item 10

Date Edited: 12/26/2001

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**Bureau of European & Canadian Affairs
Office of the Executive Director****A-21-021-01a(1)** **Office of the Executive Director****Executive Director's Files.****Description:** Official Files. Subject Files. General correspondence, telegrams, memorandums, decision papers, minute of meetings, inspection reports and other documentation used by the Executive Director in directing the administration and management of the bureau.**Disposition:** TEMPORARY: Cut off annually. Destroy when 3 years old.**DispAuthNo:** N1-59-99-03, item 1a(1) **Date Edited:** 12/26/2001

A-21-021-01a(2) **Executive Director's Files.****Description:** Electronic version of records created by electronic mail and word processing applications.**Disposition:** TEMPORARY: Delete within 180 after recordkeeping copy has been produced.**DispAuthNo:** N1-59-99-03, item 1a(2) **Date Edited:** 12/26/2001

A-21-021-01b(1) **Executive Director's Files.****Description:** Official Files. Ambassador Absences Files. Arranged alphabetically by post. Telegrams to and from posts regarding the ambassador's absences and who is left in charge.**Disposition:** TEMPORARY: Screen periodically and destroy documents when no longer current.**DispAuthNo:** N1-59-99-03, item 1b(1) **Date Edited:** 12/26/2001

A-21-021-01b(2) **Executive Director's Files.****Description:** Electronic version of records created by electronic mail and word processing applications.**Disposition:** TEMPORARY: Delete within 180 after recordkeeping copy has been produced.**DispAuthNo:** N1-59-99-03, item 1b(2) **Date Edited:** 12/26/2001

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A-21-021-01c	Executive Director's Files.		
Description:	Chronological Files. Extra copies of communications arranged chronologically. The official communications are filed in the subject file.		
Disposition:	TEMPORARY: Cut off annually. Destroy when 1 year old.		
DispAuthNo:	N1-59-99-03, item 1c	Date Edited:	12/26/2001

A-21-021-02a	Budget Section (FAAS Files).		
Description:	Official Files. Documents reflect agency reimbursements for operating expenses at posts. Included are telegrams, e-mail, memoranda, printouts, etc.		
Disposition:	TEMPORARY: Cut off annually. Destroy when 3 years old.		
DispAuthNo:	N1-59-99-03, item 2a	Date Edited:	12/26/2001

A-21-021-02b	Budget Section (FAAS Files).		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-03, item 2b	Date Edited:	12/26/2001

A-21-021-03a	Post Budget Files.		
Description:	Official Files. Subject files arranged by post covering budget operations, issues, and projects at posts. Included are telegrams, e-mail, reports and other related documents.		
Disposition:	TEMPORARY: Cut off annually. Destroy when 2 years old.		
DispAuthNo:	N1-59-99-03, item 3a	Date Edited:	12/26/2001

A-21-021-03b	Post Budget Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-03, item 3b	Date Edited:	12/26/2001

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A-21-021-04a **Mission Program Plans.**

Description: Official Files. Arranged alphabetically by post. Contains background data and post profiles.

Disposition: PERMANENT: Cut off annually. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-99-03, item 4(1) **Date Edited:** 12/26/2001

A-21-021-04b **Mission Program Plans.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: Electronic version of records created by electronic mail and word processing applications.

DispAuthNo: N1-59-99-03, item 4(2) **Date Edited:** 12/27/2001

A-21-021-05a **FASCELL Fellowship Files.**

Description: Official Files. Arranged by country and name of fellow. Contains personnel actions, SF-171's, telegrams, e-mail, earning and leave statements, vouchers, memoranda, travel invoices and related documents.

Disposition: TEMPORARY: Destroy 3 years after case is closed.

DispAuthNo: N1-59-99-03, item 5a **Date Edited:** 12/27/2001

A-21-021-05b **FASCELL Fellowship Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: Electronic version of records created by electronic mail and word processing applications.

DispAuthNo: N1-59-99-03, item 5b **Date Edited:** 12/27/2001

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A-21-021-06a **Post Management Officers Files.**

Description: Official Files. Arranged by subject. Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

Disposition: TEMPORARY: Cut off annually. Destroy when 5 years old or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-99-03, item 6a

Date Edited: 12/27/2001

A-21-021-06b **Post Management Officers Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: Electronic version of records created by electronic mail and word processing applications.

DispAuthNo: N1-59-99-03, item 6b

Date Edited: 12/27/2001

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Office of Policy and Public Affairs

A-21-022-01a **Office of Policy and Public Affairs.**

Country Files.

Description: Official Files. Documents reflect activities and issues related to a specific country. Included are background notes, press articles, post correspondence, general correspondence, and other related material.

Disposition: TEMPORARY: Destroy when 1 year old.

DispAuthNo: N1-59-99-04, item 1a **Date Edited:** 12/27/2001

A-21-022-01b **Country Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-04, item 1b **Date Edited:** 12/27/2001

A-21-022-02a **Subject Files.**

Description: Official Files. Consist of press articles, background notes, reports, White House statements, speeches and other related documents on press issues.

Disposition: TEMPORARY: Destroy when 1 year old.

DispAuthNo: N1-59-99-04, item 2a **Date Edited:** 12/27/2001

A-21-022-02b **Subject Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-04, item 2b **Date Edited:** 12/27/2001

A-21-022-03a **European U.S. Press.**

Description: Official Files. Summaries of daily newspaper clippings from U.S. newspapers that are circulated throughout the EUR Bureau and Foreign Service posts.

Disposition: TEMPORARY: Destroy when 4 months old.

DispAuthNo: N1-59-99-04, item 3a **Date Edited:** 12/27/2001

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A-21-022-03b	European U.S. Press.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-04, item 3b	Date Edited:	12/27/2001

A-21-022-04a	Press Guidance Files.		
Description:	Official Files. Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.		
Disposition:	TEMPORARY: Destroy when 2 years old.		
DispAuthNo:	N1-59-99-04, item 4a	Date Edited:	12/27/2001

A-21-022-04b	Press Guidance Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-04, item 4b	Date Edited:	12/27/2001

A-21-022-05a	Assistant Secretary's Speeches.		
Description:	Official Files. Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on-site during visits to other countries.		
Disposition:	PERMANENT: Cut off at the end of incumbent's tenure. Retire to the RSC immediately for transfer to the WNRC. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-99-04, item 5a	Date Edited:	12/27/2001

A-21-022-05b	Assistant Secretary's Speeches.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-04, item 5b	Date Edited:	12/27/2001

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A-21-022-06a	Speeches (Deputy Assistant Secretary's and other individuals).
Description:	Official Files. Speeches, statements, press conferences by above named principals and various individuals: Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.
Disposition:	TEMPORARY: Destroy when no longer needed for reference.
DispAuthNo:	N1-59-99-04, item 6a
Date Edited:	12/27/2001
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A-21-022-06b	Speeches (Deputy Assistant Secretary's and other individuals).
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-04, item 6b
Date Edited:	12/27/2001
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A-21-022-07a	Speaker Bio Files.
Description:	Official Files. Biographic data on Bureau principals that is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.
Disposition:	TEMPORARY: Destroy when superseded or when tenure of principal is terminated.
DispAuthNo:	N1-59-99-04, item 7a
Date Edited:	12/27/2001
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A-21-022-07b	Speaker Bio Files.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-04, item 7b
Date Edited:	12/27/2001
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Office of European Security & Political Affairs

A-21-023-01a(1) **Office of European Security and Political Affairs.**

Country/Subject Files.

Description: Official Files. Program Files. Memorandums, telegrams, meetings, negotiations, briefing materials, base agreements, military defense documents, intelligence reports, working group papers, background materials, allied consultations, bilateral and multilateral agreements, position papers, talking points and other material related to the development of U.S. policies on political-military, security, and NATO in Europe.

Disposition: PERMANENT: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-06, item 1a(1) **Date Edited:** 12/27/2001

A-21-023-01a(2) **Country/Subject Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-06, item 1a(2) **Date Edited:** 12/27/2001

A-21-023-01b(1) **Country/Subject Files.**

Description: Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: TEMPORARY: Destroy when 3 years old.

DispAuthNo: N1-59-99-06, item 1b(1) **Date Edited:** 12/27/2001

A-21-023-01b(2) **Country/Subject Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-06, item 1b(2) **Date Edited:** 12/27/2001

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A-21-023-02 **Chronological Files.**

Description: Extra copies of documents of incoming and outgoing correspondence and communications of all types, arranged chronologically without regard to subject.

Disposition: TEMPORARY: Cut off annually. Destroy when 1 year old or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-99-06, item 2 **Date Edited:** 12/27/2001

A-21-023-03a **Special Collections.**

Description: Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.

Disposition: PERMANENT: Transfer to RSC for transfer to WNRC when 10 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-06, item 3a **Date Edited:** 12/27/2001

A-21-023-03b **Special Collections.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-06, item 3b **Date Edited:** 12/27/2001

A-21-023-04a(1) **Briefing Books.**

Description: Official Files. Master Set. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.

Disposition: PERMANENT: Transfer to RSC for transfer to WNRC when 5 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-06, item 4a(1) **Date Edited:** 12/31/2001

A-21-023-04a(2) **Briefing Books.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-06, item 4a(2) **Date Edited:** 12/31/2001

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A-21-023-04b **Briefing Books.**
Description: Duplicate set.
Disposition: TEMPORARY: Destroy when 1 year old or sooner if no longer needed for current operation.
DispAuthNo: N1-59-99-06, item 4b **Date Edited:** 12/31/2001

A-21-023-05a **Biographic Files.**
Description: Official Files. Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.
Disposition: TEMPORARY: Periodically review and screen file. Offer to INR/B when no longer needed for current operation.
DispAuthNo: N1-59-99-06, item 5a **Date Edited:** 12/31/2001

A-21-023-05b **Biographic Files.**
Description: Electronic version of records created by electronic mail and word processing applications.
Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo: N1-59-99-06, item 5b **Date Edited:** 12/31/2001

A-21-023-06a(1) **Task Force/Working Group Files.**
Description: Official Files. 7th Floor Task Force/Working Group. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.
Disposition: TEMPORARY: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.
DispAuthNo: N1-59-99-06, item 6a(1) **Date Edited:** 12/31/2001

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A-21-023-06a(2) **Task Force/Working Group Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-06, item 6a(2) **Date Edited:** 12/31/2001

A-21-023-06b(1) **Task Force/Working Group Files.**

Description: Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other non-substantive information. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-06, item 6b(1) **Date Edited:** 1/2/2002

A-21-023-06b(2) **Task Force/Working Group Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-06, item 6b(2) **Date Edited:** 1/2/2002

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A-21-023-07a	Negotiating Files.
Description:	Official Files. Includes all files on negotiations of treaties or international agreements, such as the Conventional Forces in Europe (CFE) Treaty, the NATO-Russian Founding Act, and the Organization for Security and Cooperation in Europe (OSCE). Arranged by subject and country. Telegrams, printouts of e-mails with transmittal data, information memoranda, handwritten notes, action memoranda, speeches, briefing books, U.S. Government position papers, other countries' position papers, correspondence, drafts of treaties and treaty paragraphs, reports, U.S. Government working group meetings, weekly summaries, press conferences, intelligence reports, and other related documents.
Disposition:	PERMANENT: Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-06, item 7(1)
Date Edited:	1/2/2002
A-21-023-07b	Negotiating Files.
Description:	Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-06, item 7(2)
Date Edited:	1/2/2002
A-21-023-08	Automated Tracking System Files.
Description:	Electronic log used to document the status of correspondence, taskings, or other action items.
Disposition:	TEMPORARY: Delete when no longer needed.
DispAuthNo:	N1-59-99-06, item 8
Date Edited:	1/2/2002

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Office of East European Assistance

A-21-024-01a(1) **Office of East European Assistance.**

Country/Subject Files.

Description: Official Files. Information arranged by TAGS/Terms, subject, country, or organization documenting the offices' guidance and instructions on policy developments.

Disposition: PERMANENT: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-07, item 1a(1) **Date Edited:** 1/2/2002

A-21-024-01a(2) **Country/Subject Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-07, item 1a(2) **Date Edited:** 1/2/2002

A-21-024-01b(1) **Country/Subject Files.**

Description: Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: TEMPORARY: Cut off annually. Destroy when 3 years old.

DispAuthNo: N1-59-99-07, item 1b(1) **Date Edited:** 1/2/2002

A-21-024-01b(2) **Country/Subject Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-07, item 1b(2) **Date Edited:** 1/2/2002

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A-21-024-02	Chronological Files.		
Description:	Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the program file.		
Disposition:	TEMPORARY: Destroy when 1 year old, or sooner if no longer needed for current operation.		
DispAuthNo:	N1-59-99-07, item 2	Date Edited:	1/2/2002

A-21-024-03a	Special Collections.		
Description:	Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.		
Disposition:	PERMANENT: Transfer to RSC when 10 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-99-07, item 3a	Date Edited:	1/2/2002

A-21-024-03b	Special Collections.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-07, item 3b	Date Edited:	1/2/2002

A-21-024-04a(1)	Briefing Books.		
Description:	Official Files. Master Set. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.		
Disposition:	PERMANENT: Transfer to RSC when 5 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-99-07, item 4a(1)	Date Edited:	1/2/2002

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A-21-024-04a(2)	Briefing Books.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-07, item 4a(2)	Date Edited:	1/2/2002

A-21-024-04b	Briefing Books.		
Description:	Duplicate Set.		
Disposition:	TEMPORARY: Destroy when 1 year old or sooner if no longer needed for current operation.		
DispAuthNo:	N1-59-99-07, item 4b	Date Edited:	1/2/2002

A-21-024-05a	Biographic Files.		
Description:	Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes Reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.		
Disposition:	TEMPORARY: Periodically review and screen file. When no longer needed for current operation offer to INR/B.		
DispAuthNo:	N1-59-99-07, item 5a	Date Edited:	1/2/2002

A-21-024-05b	Biographic Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-07, item 5b	Date Edited:	1/2/2002

A-21-024-06a	Daily Activity Reports.		
Description:	Official Files. Summary of activities/reports generated in-house daily and submitted to the front office.		
Disposition:	TEMPORARY: Destroy when 1 year old.		
DispAuthNo:	N1-59-99-07, item 6a	Date Edited:	1/2/2002

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A-21-024-06b	Daily Activity Reports.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-07, item 6b	Date Edited:	1/2/2002

A-21-024-07a(1)	Task Force/Working Group Files.		
Description:	Official Files. 7th Floor Task Force/Working Group. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.		
Disposition:	TEMPORARY: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by the Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.		
DispAuthNo:	N1-59-99-07, item 7a(1)	Date Edited:	1/3/2002

A-21-024-07a(2)	Task Force/Working Group Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been created.		
DispAuthNo:	N1-59-99-07, item 7a(2)	Date Edited:	1/3/2002

A-21-024-07b(1)	Task Force/Working Group Files.		
Description:	Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.		
Disposition:	PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-99-07, item 7b(1)	Date Edited:	1/3/2002

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A-21-024-07b(2) **Task Force/Working Group Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been created.

DispAuthNo: N1-59-99-07, item 7b(2)

Date Edited: 1/3/2002

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Chapter 21: Geographic Area Affairs Records

**Bureau of European & Canadian Affairs
Geographic Offices****A-21-025-01a(1) Country/Subject Files.**

Description: Official Files. Information arranged by TAGS/Terms, subject, country or organization that documents the offices' guidance and instructions on policy developments.

Disposition: TEMPORARY: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for current operation for transfer to WNRC. Destroy when 25 years old.

DispAuthNo: N1-59-99-09, item 1a(1) **Date Edited:** 1/3/2002

A-21-025-01a(2) Country/Subject Files.

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been created.

DispAuthNo: N1-59-99-09, item 1a(2) **Date Edited:** 1/3/2002

A-21-025-01b(1) Country/Subject Files.

Description: Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.

Disposition: TEMPORARY: Cut off annually. Destroy when 3 years old.

DispAuthNo: N1-59-99-09, item 1b(1) **Date Edited:** 1/3/2002

A-21-025-01b(2) Country/Subject Files.

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been created.

DispAuthNo: N1-59-99-09, item 1b(2) **Date Edited:** 1/3/2002

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Chapter 21: Geographic Area Affairs Records

A-21-025-02 **Chronological Files.**

Description: Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the program file.

Disposition: TEMPORARY: Destroy when 1 year old, or sooner if no longer needed for current operation.

DispAuthNo: N1-59-99-09, item 2 **Date Edited:** 1/3/2002

A-21-025-03a **Special Collections.**

Description: Official Files. Program files on important events, crisis or high profile issues that were kept because of their informational value when corresponding blocks of records were retired. File includes reports, clippings, telegrams, memorandums and related material.

Disposition: PERMANENT: Transfer to RSC when 10 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-09, item 3a **Date Edited:** 1/3/2002

A-21-025-03b **Special Collections.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-09, item 3b **Date Edited:** 1/3/2002

A-21-025-04a(1) **Briefing Books.**

Description: Official Files. Master Set. Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.

Disposition: PERMANENT: Transfer to RSC when 5 years old or sooner if no longer needed for current operation for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-09, item 4a(1) **Date Edited:** 1/3/2002

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Chapter 21: Geographic Area Affairs Records

A-21-025-04a(2)	Briefing Books.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-09, item 4a(2)	Date Edited:	1/3/2002
A-21-025-04b	Briefing Books.		
Description:	Duplicate set.		
Disposition:	TEMPORARY: Destroy when 1 year old or sooner if no longer needed for current operation.		
DispAuthNo:	N1-59-99-09, item 4b	Date Edited:	1/3/2002
A-21-025-05a	Biographic Files.		
Description:	Official Files. Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.		
Disposition:	TEMPORARY: Periodically review and screen file. When no longer needed for current operation offer to INR/B.		
DispAuthNo:	N1-59-99-09, item 5a	Date Edited:	1/3/2002
A-21-025-05b	Biographic Files.		
Description:	Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-09, item 5b	Date Edited:	1/3/2002
A-21-025-06a	Daily Activity Reports.		
Description:	Official Files. Summary of activities/reports generated in-house daily and submitted to the Front Office.		
Disposition:	TEMPORARY: Destroy when 1 year old.		
DispAuthNo:	N1-59-99-09, item 6a	Date Edited:	1/3/2002

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A-21-025-06b **Daily Activity Reports.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: Electronic version of records created by electronic mail and word processing applications.

DispAuthNo: N1-59-99-09, item 6b **Date Edited:** 1/3/2002

A-21-025-07a(1) **Task Force/Working Group Files.**

Description: Official Files. 7th Floor Task Force/Working Group. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

Disposition: TEMPORARY: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-to-day, shift-by-shift basis is received by the Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.

DispAuthNo: N1-59-99-09, 7a(1) **Date Edited:** 1/3/2002

A-21-025-07a(2) **Task Force/Working Group Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: Electronic version of records created by electronic mail and word processing applications.

DispAuthNo: N1-59-99-09, item 7a(2) **Date Edited:** 1/3/2002

A-21-025-07b(1) **Task Force/Working Group Files.**

Description: Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-99-09, item 7b(1) **Date Edited:** 1/3/2002

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A-21-025-07b(2) **Task Force/Working Group Files.**

Description: Electronic version of records created by electronic mail and word processing applications.

Disposition: Electronic version of records created by electronic mail and word processing applications.

DispAuthNo: N1-59-99-09, item 7b(2) **Date Edited:** 1/3/2002

A-21-025-08 **RECORDS of the SPECIAL REPRESENTATIVE for HOLOCAUST ISSUES.**

Description: Documents accumulated by the Special Representative or program office. The collection contains documents dating from the WWII era to present. The collection contains classified and unclassified documents from US Government agencies, foreign governments, and other sources. The files are organized in subject and/or country order.

Disposition: Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old. R

DispAuthNo: N1-59-01-14, item 1 **Date Edited:** 2/12/2002

A-21-025-09a **Policy documents created to manage the program.**

Description: Files detailing policy to be followed by program.

Disposition: Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-14, item 2a **Date Edited:** 2/20/2002

A-21-025-09b **Policy documents created to manage the program.**

Description: Electronic copies of administrative and policy documents produced on electronic mail and word processing systems.

Disposition: Temporary. Delete once recordkeeping copy has been produced

DispAuthNo: N1-59-01-14, item 2b **Date Edited:** 2/20/2002

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A-21-025-10a	Briefing Books.		
Description:	Loose Leaf binders prepared by the program staff for the Special Representative to provide him with the essential information he needed for meetings with foreign officials and dignitaries. While much of the material consists of documents that are maintained elsewhere in the program files there is some original documentation.		
Disposition:	Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-14, item 3a	Date Edited:	2/20/2002

A-21-025-10b	Briefing Books.		
Description:	Electronic copies of documents produced for briefing books on electronic mail and word processing systems.		
Disposition:	Temporary. Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-14, item 3b	Date Edited:	2/20/2002

A-21-025-11a	Official Reports and Publications produced by Special Representative or program office.		
Description:	Record Copies. One copy of each.		
Disposition:	Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-14, item 4a	Date Edited:	2/20/2002

A-21-025-11b	Official Reports and Publications produced by Special Representative or program office.		
Description:	Extra copies.		
Disposition:	Temporary. Destroy remaining copies two years after published/issued.		
DispAuthNo:	N1-59-01-14, item 4b	Date Edited:	2/20/2002

A-21-025-11c	Official Reports and Publications produced by Special Representative or program office.		
Description:	Electronic copy of Reports produced on electronic mail and word processing systems.		
Disposition:	Temporary. Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-14, item 4c	Date Edited:	2/20/2002

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A-21-025-12	Court Documents.		
Description:	Records of foreign court decisions related to Holocaust issues.		
Disposition:	Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-14, item 5	Date Edited:	2/20/2002
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A-21-025-13a	Administrative Files.		
Description:	Official documents created during the program life.		
Disposition:	Temporary. Destroy when 5 years old.		
DispAuthNo:	N1-59-01-14, item 6a	Date Edited:	2/20/2002
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A-21-025-13b	Administrative Files.		
Description:	Electronic copies of administrative and policy documents produced on electronic mail and word processing systems.		
Disposition:	Temporary. Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-14, item 6b	Date Edited:	2/20/2002
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Chapter 21: Geographic Area Affairs Records

WHA-Office of the Assistant Secretary

A-21-030-01a **Assistant Secretary's Files-Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.**

Description: a. Telegrams, congressional correspondence, diplomatic notes, other agency and channel messages, substantive correspondence, memorandums, reports, policy papers and related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.

Disposition: Permanent. Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-94-3, item 1a **Date Edited:** 4/1/1999

A-21-030-01b **Assistant Secretary's Files-Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Assistant Secretary without being sent to an action office.**

Description: b. Non-substantive correspondence, memorandums and related papers which do not establish, discuss or define foreign policy or set precedent.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-94-3, item 1b **Date Edited:** 4/1/1999

A-21-030-02 **Schedules of Daily Activities**

Description: Correspondence of the Assistant Secretary and Deputy Assistant Secretary containing non-substantive information. Documents reflect meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity. Included are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, excluding materials determined to be personal.

Disposition: Destroy when no longer needed.

DispAuthNo: GRS 23, item 5(b) **Date Edited:** 4/1/1999

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A-21-030-03a	Staff Assistant Files		
Description:	a. Electrostatic copies of telegrams, action memorandums, briefing materials and congressionals requiring attention of the Assistant Secretary. Original copies of action memorandums are maintained by the Executive Secretariat. Documents are microfilmed by S/S and forwarded to OIS for inclusion in the Central Foreign Policy File.		
Disposition:	Transfer to the RSC when 1 year old for transfer to WNRC. Destroy when 10 years old.		
DispAuthNo:	N1-59-94-3, item 3a	Date Edited:	4/1/1999
A-21-030-03b	Staff Assistant Files		
Description:	b. Internal Memorandums.		
Disposition:	Permanent. Block files by calendar year. Transfer to RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-94-3, item 3b	Date Edited:	4/1/1999
A-21-030-03c	Staff Assistant Files		
Description:	c. NODIS, EXDIS and ROGER Caption Documents.		
Disposition:	Destroy when 60 days old and inform S/S-I for control purposes.		
DispAuthNo:	N1-59-94-3, item 3c	Date Edited:	4/1/1999
A-21-030-04	Automated Tracking System		
Description:	Electronic log used to track action items and tasks. Action items remain on-line for 30 days and are then produced on hard copy and arranged by month.		
Disposition:	Destroy or delete when no longer needed.		
DispAuthNo:	N1-59-94-3, item 4	Date Edited:	4/1/1999
A-21-030-05a	Deputy Assistant Secretary's Files - Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals		
Description:	a. Telegrams, other agency messages, congressional correspondence, diplomatic notes, substantive correspondence, memorandums, reports, policy and position papers and other related correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents.		
Disposition:	Permanent. Transfer to the RSC when 3 years old. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.		
DispAuthNo:	N1-59-94-3, item 5a	Date Edited:	4/1/1999

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A-21-030-05b	Deputy Assistant Secretary's Files - Documents received or sent by the Deputy Assistant Secretary or accumulated because of interest to principals		
Description:	b. Non-substantive correspondence, memorandums and related correspondence which do not establish, discuss or define foreign policy or set precedents.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	N1-59-94-3, item 5b	Date Edited:	4/1/1999
A-21-030-06	Briefing Books		
Description:	Briefing books used by the Assistant Secretary and the Deputy Assistant Secretaries.		
Disposition:	Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-94-3, item 6	Date Edited:	4/1/1999
A-21-030-07	Assistant Secretary's Daily Activity Report (ASDAR)		
Description:	The daily report prepared for the Assistant Secretary and compiled from input by all component offices within the bureau.		
Disposition:	Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-94-3, item 7	Date Edited:	4/1/1999
A-21-030-08	Congressional Correspondence		
Description:	Copies of congressional correspondence that are referred to ARA for preparation of a response.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-59-94-3, item 8	Date Edited:	4/1/1999

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WHA-Office of the Executive Director

A-21-031-01 Mission Program Plans

Description: Documents reflect 5-year projections for the accomplishment of post goals and objectives. Included are program plans and reviews, summary statements prioritizing mission goals and objectives, program review team comments, approved bureau-wide policy and resources statement and related correspondence.

Disposition: Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-4, item 1 **Date Edited:** 4/1/1999

A-21-031-02a Executive Director's Files

Description: a. Subject Files. Telegrams, memorandums, decision papers, inspection reports, and other documentation used and generated by the Executive Director in directing the administration and management of the bureau.

Disposition: Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-4, item 2a **Date Edited:** 4/1/1999

A-21-031-02b Executive Director's Files

Description: b. Chronological Files. Extra copies of communications of all types arranged in chronological order. The official communications are filed in the official files.

Disposition: Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-4, item 2b **Date Edited:** 4/1/1999

A-21-031-03 Post Management Officers Files - Arranged by subject

Description: Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

Disposition: Destroy 5 years after year in which prepared or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-94-4, item 3 **Date Edited:** 4/1/1999

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Chapter 21: Geographic Area Affairs Records

WHA-Policy, Planning, & Coordination

A-21-032-01	Security Assistance Program Files - Arranged by subject or name of country
Description:	Telegrams, memorandums, budget proposals, regional overviews of the budget, post reporting requirements and related correspondence relating to overall security assistance program for Latin America. Subjects include trade and economic development, human rights and democracy, law enforcement, military activities, and other related subjects. Included are files of DoD liaison officers.
Disposition:	Permanent. Block files by calendar year. Transfer to the RSC when 3 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-94-6, item 1
Date Edited:	4/1/1999
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A-21-032-02	Munitions Licensing Case Files
Description:	Control export license applications for sale of munitions related items to various inter-American countries. Arranged numerically by case number. Includes a copy of the license application as well as the Department's written response of acceptance or denial of the request. Original case file maintained by the Office of Munitions Control.
Disposition:	Block files by calendar year. Destroy when 1 year old.
DispAuthNo:	N1-59-94-6, item 2
Date Edited:	4/1/1999
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A-21-032-03	Operational/Deployment Exercise Program Files
Description:	Training provided by the Department of Defense for the deployment of teams overseas in support of military programs. Files document the deployment order request for the Department's approval along with an action summary providing the purpose and background information for the deployment exercise.
Disposition:	Block files by calendar year. Retain block in office 1 year then destroy.
DispAuthNo:	N1-59-94-6, item 3
Date Edited:	4/1/1999
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A-21-032-04	Military Travel Clearance Files
Description:	Clearance requests for military officials travelling overseas. Request includes the name of the traveler along with an itinerary of proposed visit for the Department's approval.
Disposition:	Block files by calendar year. Retain block in office 1 year then destroy.
DispAuthNo:	N1-59-94-6, item 4
Date Edited:	4/1/1999

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A-21-032-05 Foreign Military Financing Files

Description: Telegrams, memorandums, reports and related correspondence documenting activities for inter-American countries receiving grants for international military and educational programs.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old. Destroy when 10 years old.

DispAuthNo: N1-59-94-6, item 5 **Date Edited:** 4/1/1999

A-21-032-06 National and International Labor Files

Description: Telegrams and related correspondence encompassing national and international labor related subjects. Included are International Labor Organization (ILO), regional and U.S. labor activities in Latin America as well as labor assistance projects. Files document economic, political and social issues.

Disposition: Block files by calendar year. Transfer to RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-6, item 6 **Date Edited:** 4/1/1999

A-21-032-07 Administration of Justice Files

Description: Telegrams, memoranda, reports, grant proposals and related correspondence documenting activities, and their funding, aimed at strengthening justice institutions in Latin America and the Caribbean.

Disposition: Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-6, item 7 **Date Edited:** 4/1/1999

A-21-032-08 Human Rights Training Files

Description: Telegrams, interagency memorandums, studies, course curriculum and other related material pertaining to human rights training for overseas programs.

Disposition: Block files by calendar year. Destroy when 5 years old or 5 years after completion of a specific training program.

DispAuthNo: N1-59-94-6, item 8 **Date Edited:** 4/1/1999

A-21-032-09 Chronological Files

Description: Extra copies of documents prepared in the office.

Disposition: Destroy when 1 year old or when no longer needed.

DispAuthNo: N1-59-94-6, item 9 **Date Edited:** 4/1/1999

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Chapter 21: Geographic Area Affairs Records

A-21-032-10 **Press Guidance Files**

Description: Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with foreign relations between the U.S. and various inter-American countries. Also included is an index compiled by PA of daily press briefings approved for use by the Office of Press Relations. Files document activities in the fields of business, consular, economic, military and defense, operations, political, social and technology and science.

Disposition: Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

DispAuthNo: N1-59-94-5, item 1 **Date Edited:** 4/1/1999

A-21-032-11 **Public Speaking Files**

Description: Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-5, item 2 **Date Edited:** 4/1/1999

A-21-032-12 **General Correspondence from the Public**

Description: Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments or other remarks on various inter-American issues.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-94-5, item 3 **Date Edited:** 4/1/1999

A-21-032-13 **News Media Files**

Description: Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-5, item 4 **Date Edited:** 4/1/1999

A-21-032-14 **Transcript Files**

Description: Written transcripts of interviews given by the Assistant Secretary for Inter-American Affairs. Original transcript maintained by the Office of the Assistant Secretary.

Disposition: Block files by calendar year. Retain block in office 1 year then destroy.

DispAuthNo: N1-59-94-5, item 5 **Date Edited:** 4/1/1999

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A-21-032-15a	Discovery Request Case Files - Memorandums requesting a search and production of records relating to pending litigation.		
Description:	a. Control Records. Included are plaintiff's request for production of documents, memorandum and order, plaintiff's memorandum in support of their motion for a temporary restraining order, discovery update and action request from offices conducting the search and copies of those documents related to the search which consist of telegrams, memorandums, letters, etc.		
Disposition:	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.		
DispAuthNo:	N1-59-94-5, item 6a	Date Edited:	4/1/1999
A-21-032-15b	Discovery Request Case Files - Memorandums requesting a search and production of records relating to pending litigation.		
Description:	b. Reproduced Documents.		
Disposition:	Upon advice of the Office of Legal Adviser transfer to RSC as part of Litigation Case File.		
DispAuthNo:	N1-59-94-5, item 6b	Date Edited:	4/1/1999
A-21-032-16	ARA News Roundup		
Description:	Copies of newspaper and magazine articles about the ARA area and related issues.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-94-5, item 7	Date Edited:	4/1/1999

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Chapter 21: Geographic Area Affairs Records

WHA- Economic Policy & Summit Coordination**A-21-033-01 Subject/Country Files**

Description: Telegrams, memorandums, highlight reports, legislation and other related correspondence on economic and financial policies relating to economic development and stabilization in Latin America, trade and communication issues and policies affecting U.S. relations with Latin America. Files document activities relating to issues such as the Enterprise for the Americas Initiative (EAI), the Caribbean Basin Initiative (CBI) and the Andean Trade Preference Initiative (ATPI). Records reflect trade and investment, debt reduction, aid for the environment and development assistance.

Disposition: Block files by calendar year. Transfer to RSC when 3 years old or sooner if no longer needed for current operations for transfer to WNRC. Destroy when 10 years old.

DispAuthNo: N1-59-94-7, item 1

Date Edited: 4/1/1999

A-21-033-02 Summit of the Americas Files - Arranged by subject/country

Description: Documents reflect action plans, policies, proposals, negotiating strategies, interagency meetings, talking points, reports, initiatives and related correspondence on multilateral issues such as free trade, economic integration, strengthening and safeguarding democracy and human rights throughout the Western Hemisphere.

Disposition: Permanent. Cut off files at the end of the calendar year. Transfer to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-97-18, item 1

Date Edited: 4/1/1999

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WHA-Geographic Offices

A-21-034-01a **Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries**

Description: a. Program Files. Records documenting the organization's program mission; i.e., they establish, define, or discuss foreign policy positions or set precedent.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 30 years old.

DispAuthNo: N1-59-94-8, item 1a **Date Edited:** 4/1/1999

A-21-034-01b **Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries**

Description: b. Special Collections. Briefing books and files retained when the corresponding block is retired. These files represent high-profile political events. The date range of material will vary because their active use extends beyond 3 years.

Disposition: Permanent. Transfer immediately to RSC for transfer to the WNRC when no longer of use to the office. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 1b **Date Edited:** 4/1/1999

A-21-034-01c **Country/Subject Files - Country Desks - Telegrams, memorandums, briefing material, talking points, reports, official-informal, diplomatic notes, policy statements and related correspondence documenting U.S. foreign relations within assigned countries**

Description: c. All Other Files. Records documenting administrative activities, information copies of material not relating to specific program issues, chronological files, working files and other types of documents which do not establish, define or discuss foreign policy positions or set precedent. Records of this nature are identified in Chapter 3, Records Common to Most Offices, of the Records Disposition Schedules for the Department. Official documentation such as telegrams, memorandums or other related handwritten or hard copy correspondence used in formulating, coordinating and implementing foreign policy are to be retained in the program files.

Disposition: Destroy in accordance with applicable records disposition schedule item.

DispAuthNo: N1-59-94-8, item 1c **Date Edited:** 4/1/1999

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A-21-034-02a	Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities
Description:	a. Briefing Books for the Secretary of State.
Disposition:	Destroy when purpose has been served. Record copy maintained by S/S.
DispAuthNo:	N1-59-94-8, item 2a
Date Edited:	4/1/1999

A-21-034-02b	Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities
Description:	b. All other Briefing Books, including those prepared for the Assistant Secretary, Deputy Assistant Secretaries, and CODELS.
Disposition:	Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-94-8, item 2b
Date Edited:	4/1/1999

A-21-034-03	Biographic Files
Description:	Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.
Disposition:	Review annually and remove file for individuals no longer of interest. Destroy news articles, newspaper clippings and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence Liaison, Biographic Division (INR-B).
DispAuthNo:	N1-59-94-8, item 3
Date Edited:	4/1/1999

A-21-034-04	Assistant Secretaries Daily Activities Report (ASDAR)
Description:	Reports prepared for the Assistant Secretary by each program office providing updates on various foreign policy issues.
Disposition:	Destroy when no longer needed. (Files maintained by the Front Office are designated as permanent.
DispAuthNo:	N1-59-96-7, item 1
Date Edited:	4/1/1999

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A-21-034-05a	Task Force/Working Group Files - Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers and other related documents
Description:	a. 7th Floor Task Force/Working Group.
Disposition:	After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.
DispAuthNo:	N1-59-94-8, item 5a
Date Edited:	4/1/1999
A-21-034-05b	Task Force/Working Group Files - Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers and other related documents
Description:	b. Bureau Level Task Force/Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.
Disposition:	Permanent. Transfer to the RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-94-8, item 5b
Date Edited:	4/1/1999
A-21-034-06	Democracy and Development Files - Office of Central American Affairs
Description:	Telegrams, memorandums, briefing papers, talking points, meeting and conference material and related correspondence documenting the activities of the Partnership for Democracy and Development in Central America (PDD) which is a multilateral forum to support democratization and development in Central America. Files document activities of the organizations participating in the partnership and cover specific areas such as trade and investment and administration of justice.
Disposition:	Permanent. Block files by calendar year. Transfer to the RSC when 2 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-94-8, item 6
Date Edited:	4/1/1999

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A-21-034-07	Regional Affairs Subject Files - Office of Central American Affairs
Description:	Telegrams, memorandums, fact sheets, briefing material and related correspondence documenting activities for special assignments in the political and economic field for Central America.
Disposition:	Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.
DispAuthNo:	N1-59-94-8, item 7
Date Edited:	4/1/1999
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A-21-034-08	Regional Narcotics Files - Office of Andean Affairs
Description:	Telegrams, memorandums, strategic plans, executive summaries, situation reports and related correspondence documenting drug related activities in various Andean countries.
Disposition:	Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations. Destroy when 10 years old.
DispAuthNo:	N1-59-94-8, item 8
Date Edited:	4/1/1999
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A-21-034-09	Bi-National Commission File - Office of Mexican Affairs
Description:	Joint press statements, background papers, attendance lists, issue papers, talking points and agendas for the annual bi-national commission conference.
Disposition:	Permanent. Block files by calendar year. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-94-8, item 9
Date Edited:	4/1/1999
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A-21-034-10	International Boundary Water Commission U.S. and Mexico (IBWC) - General Subject Files - Office of Mexican Affairs
Description:	Telegrams, memoranda, letters, reports, analysis copies of treaties, background materials which document the development and implementation of the activities of the IBWC from the perspective of the Department of State. These files are accumulated by the U.S. Section's Washington Liaison Officer (Special Assistant) who is based in the Department's Office of Mexican Affairs. Arranged by subject.
Disposition:	Permanent. Block files by calendar year. Transfer to RSC when 5 years old. Transfer to National Archives when 30 years old.
DispAuthNo:	N1-59-88-4, item 1
Date Edited:	4/1/1999
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A-21-034-11 **U.S. Mexico Border Affairs Subject Files - Office of Mexican Affairs**

Description: Telegrams, memorandums, plans, reports, evaluations, inspections and related material which document the formulation, coordination and implementation of border related issues such as international border and bridge crossings, infrastructure improvements, human rights, and the environment.

Disposition: Permanent. Block files by calendar year. Transfer to RSC when 5 years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-94-8, item 11 **Date Edited:** 4/1/1999

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East Asian & Pacific Affairs-Freely Associated State Affairs**A-21-040-01 Policy File**

Description: Documents relating to the organization and establishment of the Office of Micronesia Status Negotiations and interagency direction of the President's Personal Representative for Micronesia Status Negotiations.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 1

Date Edited:

4/1/1999

A-21-040-02a Political Status Negotiations Issues File

Description: Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.

a. Compact of Free Association. Consist of original compact agreements and their related and subsidiary agreements, as well as all communications with the freely associated states regarding the interpretation and implementation of the Compacts and agreements, after the Compacts are entered into force.

Disposition: Permanent. Forward to Office of Legal Advisor upon implementation of agreement for retirement under item 23001 of the records disposition schedules for the Department.

DispAuthNo: N1-59-87-15, item 2a

Date Edited:

4/1/1999

A-21-040-02b Political Status Negotiations Issues File

Description: Consist of documents relating to the Compact of Free Association with the Federated States of Micronesia, the Marshall Islands, and Palau, the Covenant to establish a Commonwealth of the Northern Mariana Islands and related international agreements involving matters relating to the implementation of governmental relations, economic assistance, and general provisions.

b. Background Information on Various Aspects of the Political Status Negotiations.

Disposition: Permanent. Cut off at the end of calendar year. Transfer to RSC after termination of agreement. Transfer to WNRC after 5 years. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 2b

Date Edited:

4/1/1999

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A-21-040-03a	Negotiating Rounds File
Description:	Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents. a. Summary Record of Negotiating Round and related background information.
Disposition:	Permanent. Cut off at the end of calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
DispAuthNo:	N1-59-87-15, item 3a
Date Edited:	4/1/1999
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A-21-040-03b	Negotiating Rounds File
Description:	Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents. b. Negotiation Sessions. Tapes used to document negotiating round. Collection includes 7" magnetic tapes, 45 minute and 90 minute cassette tapes. Are used as a backup; but, do not represent a complete file.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-87-15, item 3b
Date Edited:	4/1/1999
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A-21-040-03c	Negotiating Rounds File
Description:	Consist of documents relating to the administration of Bilateral/Multilateral meetings and conferences on political status negotiation issues of the Trust Territories. Included are position papers dealing with specific status negotiation issues of the Trust Territories, side agreements, invitations and agenda items, reception information, and other related documents. c. Other documents.
Disposition:	Cut off at the end of the calendar year. Transfer to RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	N1-59-87-15, item 3c
Date Edited:	4/1/1999
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A-21-040-04 Congressional Relations

Description: Consist of documents relating to congressional and legislative matters. Included are staff and member briefings, senate and house committee reports, and other related documents.

Disposition: Destroy when obsolete, superseded, or no longer needed for current operations.

DispAuthNo: N1-59-87-15, item 4 **Date Edited:** 4/1/1999

A-21-040-05 Congressional Review of Compact File

Description: Consist of documents relating to congressional approval, implementation, oversight and review of compact, compact budget documents, and policy papers developed by the Interagency Group concerning United States relations with the Freely Associated States.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 5 **Date Edited:** 4/1/1999

A-21-040-06 Legislative Impact Statement File

Description: Consist of documents relating to scoping session conducted by the Department of State, draft statements, review comments made by the public, administration and award of contract to write draft environmental impact statement, and related documents.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 6 **Date Edited:** 4/1/1999

A-21-040-07 Plebiscite and Political Information Program (PIP) File

Description: Consist of documents relating to the organization, responsibilities and funding of the program, information pertaining to the conduct of the plebiscite, and dates and results of the ballots cast in each voting jurisdiction, and documents relating to international laws and oversight responsibilities of the Trusteeship Council.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to RSC when 15 years old. Transfer to WNRC when 25 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-87-15, item 7 **Date Edited:** 4/1/1999

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NEA Affairs-Office of the Assistant Secretary

A-21-050-01 Assistant Secretary's Files

Description: Incoming and outgoing correspondence for the Assistant Secretary arranged by desk, by subject and monthly. Consists of memorandums, talking points, policy papers, position papers, background points, other agencies correspondence, etc.

Disposition: Permanent. Retire when 1 year old to the RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-17, item 1 **Date Edited:** 4/1/1999

A-21-050-02 EXDIS/NODIS Cables

Description: Copies of outgoing and incoming special caption cables.

Disposition: Destroy when 2 years old or when no longer needed.

DispAuthNo: N1-59-95-17, item 2 **Date Edited:** 4/1/1999

A-21-050-03 Briefing Books

Description: Briefing materials for appearances on the Hill, high-level officials' travel to overseas posts, or meetings with foreign officials.

Disposition: Permanent. Retire when 2 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-17, item 3 **Date Edited:** 4/1/1999

A-21-050-04 Tracking System

Description: Electronic tracking for all outgoing communications generated by the Bureau. Identifies originator, addressee, type of document, classification, subject, date received, date signed, etc.

Disposition: Delete 4 months after completion of action item.

DispAuthNo: N1-59-95-17, item 4 **Date Edited:** 4/1/1999

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NEA Affairs-Office of the Executive Director**A-21-051-01 National Security Decision Directive (NSDD 38)**

Description: NSDD 38 is the authority for staffing the Diplomatic Missions and constituent posts. Information is arranged by NEA countries and contains background information and Department's approval on the increase or decrease of positions at posts. Consists of telegrams, memorandums, congressionals, directives, etc.

Disposition: Retain until no longer needed.

DispAuthNo: N1-59-95-18, item 1 **Date Edited:** 4/1/1999

A-21-051-02 Post Management Office (PMO) Country Files

Description: Information arranged by countries and subjects on administrative issues and activities exchanged with the posts. Concerns budget, personnel, buildings, travel, etc. Consists of cables, memorandums, e-mail, etc.

Disposition: Block files annually. Retire when 2 years old to the Records Service Center (RSC) and destroy when 5 years old.

DispAuthNo: N1-59-95-18, item 2 **Date Edited:** 4/1/1999

A-21-051-03 Subject Files - PMO

Description: General information on administrative issues applicable to all posts, i.e. Department's guidance on administration matters. Information is retained both in a central file maintained by the secretary and some officers maintain separate file.

Disposition: Review files annually, destroy obsolete or superseded information.

DispAuthNo: N1-59-95-18, item 3 **Date Edited:** 4/1/1999

A-21-051-04 Historical Files - PMO

Description: Information maintained on countries where diplomatic relations were interrupted, emergency evacuations, or political unrest that impacted US relations with the country. The information contained in these files are on administrative issues surrounding the event, i.e. emergency evacuation, closing of post, reopening of post, etc. Contains cables, memorandums, reports, e-mail, etc.

Disposition: Retire one year after US relations with the country has resumed. Destroy when 10 years old.

DispAuthNo: N1-59-95-18, item 4 **Date Edited:** 4/1/1999

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A-21-051-05 **Mission Program Plans**

Description: Annual submissions by the posts identifying goals and objectives for the post on administrative issues. Consists of cables, reports and follow-up information by the PMO.

Disposition: Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-18, item 5 **Date Edited:** 4/1/1999

A-21-051-06 **FAAS Files**

Description: Reimbursement from other agencies for their operating expenses at posts. Includes cables, memos, e-mail, printouts, etc.

Disposition: Block information by fiscal year. Destroy 3 years after period covered by account. (Final paperwork on transfer of funds is submitted to FMP for processing.)

DispAuthNo: N1-59-95-18, item 6 **Date Edited:** 4/1/1999

A-21-051-07 **Posts Budget Files**

Description: Subject files arranged by posts covering budget operations, issues, and projects at posts. Contains cables, e-mail, reports, etc.

Disposition: Block information by year. Destroy when 2 years old.

DispAuthNo: N1-59-95-18, item 7 **Date Edited:** 4/1/1999

A-21-051-08 **Transportation Documents**

Description: Issuing office copies of Government transportation vouchers, requests, travel authorizations, and supporting documents.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-18, item 8 **Date Edited:** 4/1/1999

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NEA Affairs-Geographic Offices

A-21-052-01 Program Files

Description: Information arranged by subjects, countries or organizations documenting offices' guidance and instructions on policy developments or issues to the overseas posts on political, military, economic, and general issues. Includes cables, memorandums, reports, newspaper articles, general correspondence, questions and answers, E-mail messages, etc.

Disposition: Block files by calendar year. Transfer to the RSC when 3 years old or sooner if no longer needed for current operations for transfer to WNRC. Destroy when 25 years old. This disposition may be applied to records with terminal dates pre-dating 1990 only after NARA review.

DispAuthNo: N1-59-95-20, item 1 **Date Edited:** 4/1/1999

A-21-052-02 Historical Files (Permanent Files)

Description: Unique collections of records on key events, crisis, or issues that have been retained in the office and kept separately from the main Program Files. Includes reports, clippings, telegrams, memorandums, and other material.

Disposition: Permanent. Block files annually. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-20, item 2 **Date Edited:** 4/1/1999

A-21-052-03a Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

a. 7th Floor Task Force/Working Group

Disposition: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by S/S-IRM/SRD, destroy 1 year after termination of the Task Force. S/S-IRM is responsible for the historical record.

DispAuthNo: N1-59-95-20, item 3a **Date Edited:** 4/1/1999

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A-21-052-03b Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

b. Bureau Level Task Force/Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: Permanent. Transfer to the RSC 1 years after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 3b **Date Edited:** 4/1/1999

A-21-052-04 Biographic Files

Description: Background information on political figures, foreign ministry officials and military leaders. Includes telegrams, newspaper articles, memorandums, reports from other agencies and post reporting.

Disposition: Retain in the office. Screen and destroy when no longer needed.

DispAuthNo: N1-59-95-20, item 4 **Date Edited:** 4/1/1999

A-21-052-05 Red Borders

Description: Office responses to incoming White House correspondence. Arranged chronologically.

Disposition: Block files annually. Destroy when 3 years old.

DispAuthNo: N1-59-95-20, item 5 **Date Edited:** 4/1/1999

A-21-052-06 Chronological Files

Description: Copies of all in-house generated correspondence, memorandums, and reports arranged chronologically. The official record is located in the Program Files.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-20, item 6 **Date Edited:** 4/1/1999

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A-21-052-07a **Briefing Books - Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. on Middle Eastern issues.**

Description: a. Master set.

Disposition: Permanent. Retire to RSC when 5 years old or sooner for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-20, item 7a **Date Edited:** 4/1/1999

A-21-052-07b **Briefing Books - Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc. on Middle Eastern issues.**

Description: b. Duplicate set.

Disposition: Destroy when 1 years old or when no longer needed.

DispAuthNo: N1-59-95-20, item 7b **Date Edited:** 4/1/1999

A-21-052-08 **Daily Activity Reports**

Description: Summary of activities and issues conducted daily by the offices that are submitted to the Front Office.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 8 **Date Edited:** 4/1/1999

A-21-052-09 **Working Files**

Description: Files maintained by each officer which contain duplicate copies of documents that are located in the official program files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no central office files, the disposition of the officers' working files is the same as the Program Files of the Office, see item 1.)

Disposition: Periodically review and screen out when no longer needed. Each officer is responsible for ensuring that the office program files are complete and that all essential documents are filed.

DispAuthNo: N1-59-95-20, item 9 **Date Edited:** 4/1/1999

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NEA Affairs-Peace Process & Regional Affairs

A-21-053-01 Program Files

Description: Cables, memorandums, memorandums of conversation, reports, clippings, general correspondence, questions and answers, E-mail messages and other material relating to peace process and regional issues. In addition to general files, there are files on military matters, economic matters, and Peace Process matters.

Disposition: Permanent. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 10 **Date Edited:** 4/1/1999

A-21-053-02 Multinational Force and Observers (MFO) Files

Description: Telegrams, reports, memorandums, correspondence, clippings, background and briefing materials, publications, diplomatic notes, and other material relating to the operations and activities of the MFO and U.S. involvement with that organization.

Disposition: Permanent. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 11 **Date Edited:** 4/1/1999

A-21-053-03 Congressional Correspondence

Description: Copies of incoming Congressional letters and NEA-prepared responses.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-20, item 12 **Date Edited:** 4/1/1999

A-21-053-04 Munitions Control Cases

Description: Requests for NEA's comment on munitions control cases.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 13 **Date Edited:** 4/1/1999

A-21-053-05 National Disclosure Policy Committee (NDPC) Files

Description: NEA's comments on the work of the National Disclosure Policy Committee.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 14 **Date Edited:** 4/1/1999

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South Asian Affairs - Office of the Assistant Secretary

A-21-060-01a **Assistant Secretary Files**

Description: Policy and decision papers, testimonies, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books and correspondence arranged by subject.

a. Official Files.

Disposition: Permanent. Retire when 3-years old to the RSC for transfer to the WNRC. Transfer to the National Archives when 25-years old in 5-year blocks.

DispAuthNo: N1-59-99-12, item 1a **Date Edited:** 4/1/1999

A-21-060-01b **Assistant Secretary Files**

Description: Policy and decision papers, testimonies, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books and correspondence arranged by subject.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-12, item 1b **Date Edited:** 4/1/1999

A-21-060-02a **Calendar Appointment Book (Listing of appointments and meetings)**

Description: a. Electronic Calendar.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-99-12, item 2a **Date Edited:** 4/1/1999

A-21-060-02b **Calendar Appointment Book (Listing of appointments and meetings)**

Description: b. Hard Copy Calendar.

Disposition: Permanent. Retire with subject files for the appropriate year.

DispAuthNo: N1-59-99-12, item 2b **Date Edited:** 4/1/1999

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A-21-060-03a(1)	Staff Assistants' Files		
Description:	a. Copies of White House readings, reports, inspection reports, studies, briefing material, Special Captions documents, and other documentation needing to be retained for operational purposes. (1) Official Files		
Disposition:	Block by year. Destroy when 2-years old.		
DispAuthNo:	N1-59-99-12, item 3a(1)	Date Edited:	4/1/1999
A-21-060-03a(2)	Staff Assistants' Files		
Description:	b. Copies of White House readings, reports, inspection reports, studies, briefing material, Special Captions documents, and other documentation needing to be retained for operational purposes. (2) Electronic Version of records created by electronic mail and word processing applications.		
Disposition:	Destroy/delete within 180-days after recordkeeping copy is produced.		
DispAuthNo:	N1-59-99-12, item 3a(2)	Date Edited:	4/1/1999
A-21-060-04	NODIS/EXDIS Messages		
Description:	Telegram Messages.		
Disposition:	Destroy when no longer needed and inform S/S. DO NOT RETIRE.		
DispAuthNo:	N1-59-99-12, item 4	Date Edited:	4/1/1999
A-21-060-05	Trip Files		
Description:	Trip Reports.		
Disposition:	Return to appropriate Desk Office when 6-months old for inclusion in the official file.		
DispAuthNo:	N1-59-99-12, item 4	Date Edited:	4/1/1999

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A-21-060-06a	Briefing Book		
Description:	Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.		
	a. Master set.		
	(1) Official Files.		
Disposition:	Permanent. Retire when 5 years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25-years old.		
DispAuthNo:	N1-59-99-12, item 6a	Date Edited:	4/1/1999
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A-21-060-06b	Briefing Books		
Description:	Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.		
	b. Master		
	(2) Electronic version of records created by electronic mail and word processing applications.		
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-12, 6b	Date Edited:	4/1/1999
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Chapter 21: Geographic Area Affairs Records

South Asian Affairs - Pakistan, Afghanistan, and Bangladesh (PAB)**A-21-061-01a** **Subject Files**

Description: Correspondence, letters, reports, telegrams, memorandums and other documents concerning U.S. relations with and conditions in Pakistan, Afghanistan and Bangladesh that include issues such as: foreign investments, foreign economic assistance, agriculture and forestry, arms control and disarmament, external political relations, refugees, assistance to citizens, visas, narcotics, environmental and cultural affairs.

(1) Information arranged by TAGS/Terms, countries, subjects, and organizations, documenting the office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

a. Official Files.

Disposition: Destroy when 3-years old.

DispAuthNo: N1-59-99-13, item 1a

Date Edited:

4/1/1999

A-21-061-01b **Subject Files**

Description: Correspondence, letters, reports, telegrams, memorandums and other documents concerning U.S. relations with and conditions in Pakistan, Afghanistan and Bangladesh that include issues such as: foreign investments, foreign economic assistance, agriculture and forestry, arms control and disarmament, external political relations, refugees, assistance to citizens, visas, narcotics, environmental and cultural affairs.

(2) Information arranged by TAGS/Terms, countries, subjects, and organizations, documenting the office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-13, item 1b

Date Edited:

4/1/1999

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A-21-061-02a	Historical Documents
Description:	Unique collections of records relating to key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, news clippings, memorandums and other material. a. Official Files.
Disposition:	Permanent. Block file annually. Retire when 10-years old to RSC for transfer to the WNR. Transfer to the National Archives when 25-years old.
DispAuthNo:	N1-59-99-13, item 2a
Date Edited:	4/1/1999
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A-21-061-02b	Historical Documents
Description:	Unique collections of records relating to key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, news clippings, memorandums and other material. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180-days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-13, item 2b
Date Edited:	4/1/1999
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A-21-061-03	Chronological Files
Description:	Copies of outgoing cables and correspondence used strictly for convenience.
Disposition:	Destroy when one year old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-59-99-13, item 3
Date Edited:	4/1/1999
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A-21-061-04a	Biographic Files
Description:	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc. a. Official Files
Disposition:	Retain in the office. Screen and destroy when no longer needed.
DispAuthNo:	N1-59-99-13, item 4a
Date Edited:	4/1/1999

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South Asian Affairs - India, Nepal, and Sri Lanka (INS)**A-21-062-01a Subject or Program Files**

Description: Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding economic, political, military, consular, foreign relations, narcotics, social and cultural affairs and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

Disposition: Destroy when 3-years old.

DispAuthNo: N1-59-99-14, item 1a

Date Edited: 4/1/1999

A-21-062-01b Subject or Program Files

Description: Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding economic, political, military, consular, foreign relations, narcotics, social and cultural affairs and general issues of concern to the Department. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-14, item 1b

Date Edited: 4/1/1999

A-21-062-02a Subject or Program Files

Description: Unique collections of records relating to key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, news clippings, memorandums and other material.

a. Official Files

Disposition: Permanent. Block file annually. Retire when 10-years old to RSC for transfer to the WNRC. Transfer to the National Archives when 25-years old.

DispAuthNo: N1-59-99-14, item 2a

Date Edited: 4/1/1999

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Chapter 21: Geographic Area Affairs Records

A-21-062-02b	Historical Documents
Description:	Unique collections of records relating to key events, crisis, or issues that have been retained in the office and maintained separately from the Program Files. Includes telegrams, reports, news clippings, memorandums and other material. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180-days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-14, item 2b
Date Edited:	4/1/1999

A-21-062-03a	Biographic Files
Description:	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc. a. Official Files
Disposition:	Retain in the office. Screen and destroy when no longer needed.
DispAuthNo:	N1-59-99-14, item 3a
Date Edited:	4/1/1999

A-21-062-03b	Biographic Files
Description:	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Delete when file copy is generated or when no longer needed for reference or updating.
DispAuthNo:	N1-59-99-14, item 3b
Date Edited:	4/1/1999

A-21-062-04	Chronological Files
Description:	Copies of outgoing cables and correspondence used strictly for convenience.
Disposition:	Destroy when one year old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-59-99-14, item 4
Date Edited:	4/1/1999

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A-21-062-05a **Red Borders Files**

Description: Replies to incoming White House correspondence.

 a. Official Files.

Disposition: Block Files annually. Destroy when 3-years old.

DispAuthNo: N1-59-99-14, item 5a **Date Edited:** 4/1/1999

A-21-062-05b **Red Borders Files**

Description: Replies to incoming White House correspondence.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Delete when file copy is generated or when no longer needed for reference or updating.

DispAuthNo: N1-59-99-14, item 5b **Date Edited:** 4/1/1999

A-21-062-06a(1) **Briefing Books**

Description: Books generated for working group meetings, committees, transition teams, planning groups, etc.

 a. Master set.

 (1) Official Files.

Disposition: Permanent. Retire when 5-years old or sooner to the RSC for transfer to the WNRC. Transfer to the National Archives when 25-years old.

DispAuthNo: N1-59-99-14, item 6a(1) **Date Edited:** 4/1/1999

A-21-062-06a(2) **Briefing Books**

Description: Books generated for working group meetings, committees, transition teams, planning groups, etc.

 b. Master St.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-14, item 6a(2) **Date Edited:** 4/1/1999

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Chapter 21: Geographic Area Affairs Records

A-21-062-6b Briefing Books

Description: Books generated for working group meetings, committees, transition teams, planning groups, etc.

b. Duplicates.

Disposition: Destroy when one year old or when no longer needed.

DispAuthNo: N1-59-99-14, item 6b

Date Edited:

4/1/1999

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Chapter 21: Geographic Area Affairs Records

South Asian Affairs - Regional Affairs**A-21-063-01a** **Regional Affairs**

Description: Regional Affairs, established in 1992, has special responsibility for nuclear and missile nonproliferation and regulation security issues. Additional issues include, but are not limited to: terrorism, narcotics, refugees, human rights, congressional and press relations.

Subject or Program Files. Information set up by TAGS/Terms, country, subject, and organization documenting the office's guidance and instruction on policy developments or issues regarding regional security, nuclear and missile nonproliferation and general issues. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

a. Official Files

Disposition: Destroy when 2-years old.

DispAuthNo: N1-59-99-15, item 1a **Date Edited:** 4/1/1999

A-21-063-01b **Regional Affairs**

Description: Regional Affairs, established in 1992, has special responsibility for nuclear and missile nonproliferation and regulation security issues. Additional issues include, but are not limited to: terrorism, narcotics, refugees, human rights, congressional and press relations.

Subject or Program Files. Information set up by TAGS/Terms, country, subject, and organization documenting the office's guidance and instruction on policy developments or issues regarding regional security, nuclear and missile nonproliferation and general issues. Documentation includes cables, memorandums, reports, newspaper articles, general correspondence, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-15, item 1b **Date Edited:** 4/1/1999

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A-21-063-02a	Press Media Reports		
Description:	Cables from countries when the Assistant Secretary, as well as others in the bureau that were quoted, questions and answers, press briefings. a. Official Files		
Disposition:	Destroy when no longer needed or when 2-years old.		
DispAuthNo:	N1-59-99-14, item 2a	Date Edited:	4/1/1999
A-21-063-02b	Press Media Reports		
Description:	Cables from countries when the Assistant Secretary, as well as others in the bureau that were quoted, questions and answers, press briefings. b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	Destroy/delete within 180-days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-14, item 2b	Date Edited:	4/1/1999
A-21-063-03	Chronological Files		
Description:	Copies of outgoing cables and correspondence used strictly for convenience.		
Disposition:	Destroy when 1-year old or when no longer needed, whichever is sooner.		
DispAuthNo:	N1-59-99-14, item 3	Date Edited:	4/1/1999
A-21-063-04a	Biographic Files		
Description:	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials and military leaders. a. Official Files		
Disposition:	Retain in the office. Screen and destroy when no longer needed.		
DispAuthNo:	N1-59-99-14, item 4a	Date Edited:	4/1/1999

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A-21-063-06b	Intern Applications		
Description:	b. Applications for overseas internship by college students received from FSI. Maintained in selected and non-selected files.		
Disposition:	Return non-selected applications to Intern Office at FSI when no longer needed.		
DispAuthNo:	N1-59-99-14, item 6b	Date Edited:	4/1/1999
A-21-063-07a	Performance Plans		
Description:	Yearly plans documenting mission or bureau proposed actions to carry out U.S. foreign policy and relations with countries in the South Asian region. Plans also document how resources are allotted. a. Mission Performance Plans. Plans submitted by SA/INS and SA/PAB to be incorporated into bureau plans.		
Disposition:	Permanent. Retire to the RSC when five years old for transfer to the WNRC. Transfer to the National Archives when 25-years old.		
DispAuthNo:	N1-59-99-15, item 7a	Date Edited:	4/1/1999
A-21-063-07b	Performance Plans		
Description:	Yearly plans documenting mission or bureau proposed actions to carry out U.S. foreign policy and relations with countries in the South Asian region. Plans also document how resources are allotted. b. Bureau Performance Plans. Summarization of approved mission plans and associated funding.		
Disposition:	Permanent. Retire to the RSC when five years old for transfer to the WNRC. Transfer to the National Archives when 25-years old.		
DispAuthNo:	N1-59-99-15, item 7b	Date Edited:	4/1/1999
A-21-063-07c	Performance Plans		
Description:	Yearly plans documenting mission or bureau proposed actions to carry out U.S. foreign policy and relations with countries in the South Asian region. Plans also document how resources are allotted. c. Electronic copies of Mission Performance Plans and Bureau Performance Plans.		
Disposition:	Destroy/delete within 180-days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-15, item 7c	Date Edited:	4/1/1999