

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**Deputy Assistant Secretary****A-07-001-01 Information Management Policy Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, memorandums of understanding, reports, telegrams, and other documentation on information services, information systems operations, and planning and development of information activities covering: applied technology, automation, compact disks, classification reviews, corporate systems, cryptography, data processing, development, digital systems, diplomatic mail and pouch, directives, E-mail, engineering, equipment, facilities, fax, Freedom of Information and Privacy Acts requests, graphics, information acquisition and indexing, information resources administration and research, installations, interagency affairs, libraries, networks management, logistics, maintenance, micrographics, procedures, procurement, programs, publishing, records management, Secretary's correspondence, security, standards, strategic planning, systems, technical support, technology, telecommunications, training, user services, and other related subjects.

**Disposition:** Permanent. Cut off file at the end of each calendar year. Retire to RSC for transfer to WNRC when 3 years old. Transfer to NARA when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-95-4, item 1

**Date Edited:**

9/10/2004

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**Executive Office****A-07-002-01 Administrative Officer's Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, telegrams, and other documentation of the administrative executive officer covering: activity reports, administrative management services, automated systems management, budget records, communications, daily activities, expenditures, financial services, functional statements, funds, general services, internal activity reports, office organization, organizational charts, pay, personnel services, printing, procedures, procurement, property, schedules, security, services, space, staffing, statistical reports, training, transportation, travel, utilities, vehicles, work progress reports, workload reports, and other related subjects.

**Disposition:** Cut off at the end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS-23, item 1 **Date Edited:** 4/1/1999

---

**A-07-002-02a Financial Services Files - Arranged by TAGS and Terms**

**Description:** Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.

a. Memorandums of Understanding and Interagency Agreements.

**Disposition:** Cut off at end of each calendar year or fiscal year as appropriate. Destroy 3 years after termination date or when no longer needed.

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

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-002-02b</b>	<b>Financial Services Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.  b. All other items.
<b>Disposition:</b>	Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.
<b>DispAuthNo:</b>	N1-59-95-4, item 7b
<b>Date Edited:</b>	4/1/1999
<b>A-07-002-03</b>	<b>Management Services Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, reports, telegrams, and other documentation on management services covering: activity reports, automated systems management, communications, daily activities, distribution, equipment request, functional statements, general services, maintenance, office organization, organizational charts, printing, procedures, property, services, space, statistical reports, transportation, vehicles, Personal Custody Property (OF-130), Property Survey Report (DS-310), and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.
<b>DispAuthNo:</b>	GRS-23, item 1
<b>Date Edited:</b>	4/1/1999
<b>A-07-002-04</b>	<b>Personnel Services Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, notices, reports, telegrams, and other documentation on personnel services covering: internal activity reports, narrative reports, office organization, organizational charts, pay, personnel, staffing, statistical reports, time and attendance, training, travel, workload reports, and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 2 years old, or when no longer needed, which ever is sooner.
<b>DispAuthNo:</b>	GRS-23, item 1
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-002-05a</b>	<b>Employee Folders</b>		
<b>Description:</b>	Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.		
	a. Employee Performance Appraisal Reports.		
<b>Disposition:</b>	Destroy when 1 years old, or when no longer needed, which ever is sooner.		
<b>DispAuthNo:</b>	GRS 1, item 23	<b>Date Edited:</b>	4/1/1999
<b>A-07-002-05b</b>	<b>Employee Folders</b>		
<b>Description:</b>	Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.		
	b. All other documents.		
<b>Disposition:</b>	Destroy 1 year after employee has left bureau.		
<b>DispAuthNo:</b>	GRS 1, item 18	<b>Date Edited:</b>	4/1/1999
<b>A-07-002-06</b>	<b>Defense Liaison Files</b>		
<b>Description:</b>	Agreements, correspondence, instructions, memorandums, memorandums of understanding, procedures, technical manuals, and other documentation on defense covering: accountability, allied military traffic, allied routing indicators, American Forces Radio and Television Service, commanders in chief, communications, conferences, counterterrorism, coordination, couriers, crisis management, emergency action procedures, equipment, exercises, Joint Chiefs of Staff, Operations Center, projects, Regional Information Management Centers, satellites, security, support, training, and other related subjects.		
<b>Disposition:</b>	Destroy when 3 years old.		
<b>DispAuthNo:</b>	N1-59-95-4, item 5	<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**Architecture and Planning****A-07-003-01 Information Planning and Development Policy Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on planning and development covering: applied technology, automation, corporate systems, development, Internet, networks management, program planning, standards, strategic planning, systems, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy 5 years after cut off date.

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

---

**A-07-003-02a Applied Technology - Engineering Files**

**Description:** Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

**Disposition:** Destroy 2 years after terminated or closed.

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

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-003-02b(1) Applied Technology - Engineering Files**

**Description:** Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

b. All other material.

(1) Short-term: transactions, inactive, and completed material.

**Disposition:** Destroy when 2 years old.

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

---

**A-07-003-02b(2) Applied Technology - Engineering Files**

**Description:** Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

b. All other material.

(2) Long-term: life of project/program history. Procedures, guidelines, background information, precedence, etc.

**Disposition:** Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

**DispAuthNo:** N1-59-95-4, item 12b(2)                      **Date Edited:** 4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

**A-07-003-03      Applied Technology - Systems Files**

**Description:** Correspondence, memorandums, telegrams and other documentation on applied technology and systems covering automated systems, computers, contracts, coordination, data management systems, development capabilities, emergency planning, enhancements, engineering, evaluations, Federal Information Processing Standards, Foreign Affairs Information System (FAIS), hardware, information management, integration, installations, mainframes, maintenance, management, networks, new systems, new technology, operating systems, planning, procedures, project development, software development, specifications, statements of work, systems integration, technical advice, technical requirements, telecommunications, testing, weekly activity reports, and other related subjects.

**Disposition:** Place in inactive file after project is closed. Destroy 2 years after project is closed.

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

---

**A-07-003-04      Development - IM Systems Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, and other documentation on the development and enhancements of information management systems covering analytical methods, assessment criteria, bench marking procedures, data processing, developments, emerging technologies, enhancements, evaluations, information management, integration, new developments, office automation, projects, systems development, telecommunications, telephones, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old or when no longer needed whichever is later.

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

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-003-05a                      Development - Corporate Systems Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, programs, releases, software, specifications, statistics, systems, the Automated Document System (ADS), the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS, the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects.

a. Subject Files.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 15a                      **Date Edited:** 4/1/1999

---

**A-07-003-05b                      Development - Corporate Systems Files**

**Description:** Correspondence, memorandums, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, programs, releases, software, specifications, statistics, systems, the Automated Document System (ADS), the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS, the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects.

b. Project Files.

**Disposition:** Destroy when no longer valid or necessary for current operations.

**DispAuthNo:** N1-59-95-4, item 15b                      **Date Edited:** 4/1/1999

---



---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

**A-07-003-06a**                      **Development - Office Automation Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.

a. Subject Files.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 16a                      **Date Edited:** 4/1/1999

---

**A-07-003-06b**                      **Development - Office Automation Files**

**Description:** Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.

b. Project Files.

**Disposition:** Destroy when no longer valid or necessary for current operations.

**DispAuthNo:** N1-59-95-4, item 16b                      **Date Edited:** 4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-003-07 Planning and Development Subject Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams and other documentation on life- cycle management plans covering advanced technology, automated systems, briefings, corporate systems, developments, efficiency, enhancements, evaluations, feasibility studies, Federal Information Processing Standards (FIPS), goals, information management, interagency information resources management planning, long-range planning, mission objectives, networks, OIS-FPC Automated Indexing and Retrieval System (OASYS), objectives, operational planning, policies, procedures, proposals, requirements, resources, reviews, services, software, standards, strategic planning, systems, telecommunications, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 5 years old.

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

---

**A-07-003-08 Plans - Major Acquisitions Programs - Subject Files**

**Description:** Correspondence, memorandums, reports, and other documentation on major Department acquisitions covering automated data processing equipment, contracts, cost-benefit analysis, equipment, evaluations, feasibility studies, Federal Acquisition Regulations (FAR), Federal Information Resources Management Regulations (FIRMR), GSA, information management, information systems, mainframes, maintenance, needs analyses, plans, purchasing, procurement, Regional Administrative Management Centers (RAMC), request for proposals (RFP), requirements analyses, security, services, statements of work, studies, technical surveys, telecommunications equipment, telephones, tests, vendors, and other related subjects.

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

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

---

**A-07-003-09 Reserved for future use**

**Description:**

**Disposition:**

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

---



## U.S. Department of State Records Schedule

### Chapter 07: Information Resources Management Records

---

**A-07-003-12 Plans - Acquisition Reference Files****Description:****Disposition:** Destroy when no longer needed.**DispAuthNo:** Non-record**Date Edited:** 4/1/1999

---

**A-07-003-13 Plans - IRM Triennial Review Files****Description:** Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.**Disposition:** Destroy when 7 years old.**DispAuthNo:** GRS 16, item 11**Date Edited:** 4/1/1999

---

**A-07-003-14 Plans - Strategic Planning Files - Arranged by TAGS and Terms****Description:** Correspondence, memorandums, plans, reports, telegrams, and other documentation on information management strategic planning covering analyses, cost benefits analysis, examination, information management, Information Resources Management (IRM) Triennial Review, interagency liaison, objectives, planning, procedures, programs, resources, reviews, source materials, studies, systems, systems migration, and other related subjects.**Disposition:** Cut off at end of calendar year. Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 20**Date Edited:** 4/1/1999

---

**A-07-003-15a Plans - System Standards Policy and Review Files - Arranged by TAGS and Terms****Description:** Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

a. Subject Files.

**Disposition:** Cut off at end of calendar year. Destroy when 3 years old or when no longer needed whichever is longer.**DispAuthNo:** N1-59-95-4, item 21a**Date Edited:** 4/1/1999

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-003-15b(1) Plans - System Standards Policy and Review Files - Arranged by subject**

**Description:** Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

b. Project Files.

(1) Master Set (final).

**Disposition:** Retire to RSC 1 year after updated. Destroy when 5 years old.

**DispAuthNo:** N1-59-95-4, item 21b(1)

**Date Edited:**

4/1/1999

---

**A-07-003-15b(2) Plans - System Standards Policy and Review Files - Arranged by subject**

**Description:** Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

b. Project Files.

(2) Drafts.

**Disposition:** Destroy when 3 years old or when no longer needed whichever is longer.

**DispAuthNo:** N1-59-95-4, item 21b(2)

**Date Edited:**

4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**Program Management Office****A-07-004-01a**      **Y2K Policy and Planning Records**

**Description:** Records created by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

a. Recordkeeping copy maintained by office managing overall agency Y2K compliance efforts

**Disposition:** Temporary. Cut off files at project completion. Destroy five years after cut off.

**DispAuthNo:** N1-59-00-19, item 1a      **Date Edited:** 4/1/1999

---

**A-07-004-01b**      **Y2K Policy and Planning Records**

**Description:** Records created by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, and summary progress reports.

b. All other copies.

**Disposition:** Temporary. Cut off at project completion. Destroy three years after cut off.

**DispAuthNo:** N1-59-00-19, item 1b      **Date Edited:** 4/1/1999

---

**A-07-004-02**      **Y2K Administrative Records**

**Description:** Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

**Disposition:** Temporary. Cut off at completion of project. Destroy three years after cut off.

**DispAuthNo:** N1-59-00-19, item 2      **Date Edited:** 4/1/1999

---

---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

**A-07-004-03a**                      **Implementation Records**

**Description:**            Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance. These records cover the management, coordination, and monitoring of the compliance and readiness status of the Department's critical information technology systems, non-information technology systems, and infrastructure for the continuity of information technology and data exchange as it relates to possible problems associated with the starting date of the millennium referred to as Y2K (Year 2 Kilo (thousand)).

a. Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns.

**Disposition:**            Cut off at project completion. Apply disposition approved for the overall system.

**DispAuthNo:**            N1-59-00-19, item 3a                                      **Date Edited:**                                      4/1/1999

---

**A-07-004-03b**                      **Implementation Records**

**Description:**            Records that document analyzing, modifying, testing, and verifying systems for Y2K compliance. These records cover the management, coordination, and monitoring of the compliance and readiness status of the Department's critical information technology systems, non-information technology systems, and infrastructure for the continuity of information technology and data exchange as it relates to possible problems associated with the starting date of the millennium referred to as Y2K (Year 2 Kilo (thousand)).

b. Detailed records of the revision, testing, and validation of specific systems or group of systems. Documentation consists of Application Certifications; GAO, OMB and Year 2000 Steering Committee reports; Year 2000 Day One Status reports; the Millennium newsletter; memorandums; e-mails; and other documentation that cover analyses, assessments, awareness and outreach programs, certifications, computer systems, compliance, contingency plans, corrections, deliverables, enhancements, guidance, implementations, interfaces, methodologies, milestones, objectives, office automation, performance measures, platforms, problem solutions, renovations, software applications, standards, taskers, tracking, validations, wavers, and other related subjects.

**Disposition:**            Cut off at project completion. Destroy when three years old.

**DispAuthNo:**            N1-59-00-19, item 3b                                      **Date Edited:**                                      4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-004-04a                      Electronic Mail and Word Processing System Records**

**Description:**        Records created on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination.

a. Records with no further administrative value after the record keeping copy is generated.

**Disposition:**        Destroy 180 days after recordkeeping copy is generated.

**DispAuthNo:**        N1-59-00-19, item 4a                      **Date Edited:**                      4/1/1999

---

**A-07-004-04b                      Electronic Mail and Word Processing System Records**

**Description:**        Records created on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination.

b. Records used for dissemination, revision, or updating.

**Disposition:**        Destroy when dissemination, revision, or updating is complete.

**DispAuthNo:**        N1-59-00-19, item 4b                      **Date Edited:**                      4/1/1999

---



## U.S. Department of State Records Schedule

### Chapter 07: Information Resources Management Records

#### Systems Integrity Division

##### **A-07-011-01 Information Systems Operations Policy Files - Arranged by TAGS and Terms**

**Description:** Correspondence, directives, memorandums, memorandums of understanding, plans, reports, telegrams, and other documentation on domestic, foreign, and technical systems operations covering: Beltsville Information Management Center, Bonn relay operations, Communications Center, cryptography, data processing, digital systems, diplomatic mail and pouch, engineering, equipment, facilities, installations, inter-agency affairs, logistics, maintenance, National Networks Control Center, network management, procedures, procurement, programs, regional information management centers (RIMC), security, system integrity, technical support, telecommunications, Terminal Equipment Replacement Program (TERP), training, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy 5 years after cut off date.

**DispAuthNo:** N1-59-95-4, item 38 **Date Edited:** 4/1/1999

##### **A-07-011-02 Authorized Entrance List and Visitors Register**

**Description:** Portions of register containing significant information related to a security report or investigation are to be filed with the report;

**Disposition:** destroy all other copies when 1 year old.

**DispAuthNo:** NN-172-66, item 7 **Date Edited:** 4/1/1999

##### **A-07-011-03 Daily Site Check Inventory**

**Description:** List of short title of each item inventoried, the initials of the person making the inventory, and the date and time.

**Disposition:** Destroy on completion of next quarterly inventory.

**DispAuthNo:** NN-172-66, item 3 **Date Edited:** 4/1/1999

##### **A-07-011-04 Computer Access Management Files**

**Description:** Correspondence, memorandums, reports, telegrams, and other documentation on computer access management covering architecture, audits, business recovery plans, computers, contingency plans, emergencies, implementation, inspector general, investigations, maintenance, manuals, preparedness, projects, research, security, systems, tasks, telephones, and other related subjects.

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

**DispAuthNo:** N1-59-95-4, item 39 **Date Edited:** 4/1/1999

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-011-05 Local Destruction Certificates**

**Description:** Segment information cards, usage record card, or locally developed forms.

**Disposition:** Destroy after SF-153 report of destruction is submitted.

**DispAuthNo:** NN-172-66, item 13 **Date Edited:** 4/1/1999

---

**A-07-011-06 System Integrity Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, Report of Violation of Communications Security (FS-507), COMSEC Material Report (SF-153), and other documentation on automated information systems security covering classified information, communications, communications security, computer security, computer systems, countermeasures, cryptographic security, data, designs, destruction reports, evaluation, facilities, field testing, information security, inspections, security material, operational programs, procedures, research, secure voice, security, security policy, systems, telecommunications security, workload statistics, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 40 **Date Edited:** 4/1/1999

---

**A-07-011-07a COMSEC and Telecommunications Guidance Files**

**Description:** Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.

a. COMSEC Files.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NN-172-66, item 14b **Date Edited:** 4/1/1999

---

**A-07-011-07b COMSEC and Telecommunications Guidance Files**

**Description:** Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.

b. User Files.

**Disposition:** Destroy when 3 years old or when superseded by revision of appropriate publications.

**DispAuthNo:** NN-172-66, item 14a **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 07: Information Resources Management Records

---

<b>A-07-011-08</b>	<b>COMSEC Audit Files - Arranged by post and Department office</b>		
<b>Description:</b>	Memorandums, telegrams, reports, and other documentation on communications security audits covering accounts, auditors, audits, certificates, communications security, custodians, equipment, inventory, questionnaires, reconciliation, Regional Information Management Centers, security, and other related subjects.		
<b>Disposition:</b>	Place individual post (or office) folder in the inactive file upon completion of current year audit. Destroy when 1 year after a new audit of the individual post (or office) is initiated.		
<b>DispAuthNo:</b>	N1-59-95-4, item 41	<b>Date Edited:</b>	4/1/1999
<hr/>			
<b>A-07-011-09a</b>	<b>COMSEC Discrepancy Correspondence</b>		
<b>Description:</b>	Correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations.  a. COMSEC Files.		
<b>Disposition:</b>	Destroy 5 years following date condition corrected.		
<b>DispAuthNo:</b>	NN-172-66, item 9b	<b>Date Edited:</b>	4/1/1999
<hr/>			
<b>A-07-011-09b</b>	<b>COMSEC Discrepancy Correspondence</b>		
<b>Description:</b>	Correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations.  b. User Files.		
<b>Disposition:</b>	Destroy when condition corrected.		
<b>DispAuthNo:</b>	NN-172-66, item 9a	<b>Date Edited:</b>	4/1/1999
<hr/>			
<b>A-07-011-10a</b>	<b>Cabled and Standard COMSEC Material Report (SF-153) Post Files</b>		
<b>Description:</b>	COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects.  a. Central Office of Record - COMSEC Files. Arranged by post.		
<b>Disposition:</b>	Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.		
<b>DispAuthNo:</b>	N1-59-95-4, item 42a	<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-011-10b</b>	<b>Cabled and Standard COMSEC Material Report (SF-153) Post Files</b>
<b>Description:</b>	COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects.  b. User COMSEC Files. Arranged by post.
<b>Disposition:</b>	Cut off at end of calendar year. Return to Central Office of Record (COR) on completion of second inventory.
<b>DispAuthNo:</b>	N1-59-95-4, item 42b
<b>Date Edited:</b>	4/1/1999
<b>A-07-011-11a</b>	<b>COMSEC Material Supply Correspondence Files</b>
<b>Description:</b>	Correspondence between user account and the communications security office on which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material.  a. COMSEC Files.
<b>Disposition:</b>	Destroy when 10 years old.
<b>DispAuthNo:</b>	NN-172-66, item 2b
<b>Date Edited:</b>	4/1/1999
<b>A-07-011-11b</b>	<b>COMSEC Material Supply Correspondence Files</b>
<b>Description:</b>	Correspondence between user account and the communications security office on which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material.  b. User Files.
<b>Disposition:</b>	Destroy when 2 years old or when particular system is discontinued, whichever occurs first.
<b>DispAuthNo:</b>	NN-172-66, item 2a
<b>Date Edited:</b>	4/1/1999
<b>A-07-011-12a</b>	<b>COMSEC Memorandums</b>
<b>Description:</b>	Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account.  a. COMSEC Files.
<b>Disposition:</b>	Destroy when purpose served and no longer needed for reference, but before 3 years old.
<b>DispAuthNo:</b>	NN-172-66, item 5b
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-011-12b</b>	<b>COMSEC Memorandums</b>		
<b>Description:</b>	Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account.  b. User Files.		
<b>Disposition:</b>	Destroy when no longer needed for reference purposes.		
<b>DispAuthNo:</b>	NN-172-66, item 5a	<b>Date Edited:</b>	4/1/1999
<b>A-07-011-13</b>	<b>COMSEC Officer - Memorandum of Appointment</b>		
<b>Description:</b>			
<b>Disposition:</b>	Destroy when new appointment made.		
<b>DispAuthNo:</b>	NN-172-66, item 10	<b>Date Edited:</b>	4/1/1999
<b>A-07-011-14</b>	<b>COMSEC Post Correspondence Files - Arranged by post</b>		
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on accountability, communications security covering accounting, destruction, equipment, inventories, keys, maintenance, operations, procedures, receipts, transfers, and other related subjects.		
<b>Disposition:</b>	Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.		
<b>DispAuthNo:</b>	N1-59-95-4, item 43	<b>Date Edited:</b>	4/1/1999
<b>A-07-011-15a</b>	<b>Report of Violation of Communications Security (FS-507)</b>		
<b>Description:</b>	a. COMSEC Files.		
<b>Disposition:</b>	Destroy when 20 years old.		
<b>DispAuthNo:</b>	NC1-59-76-8, item 2	<b>Date Edited:</b>	4/1/1999
<b>A-07-011-15b</b>	<b>Report of Violation of Communications Security (FS-507)</b>		
<b>Description:</b>	b. User Files.		
<b>Disposition:</b>	Destroy when 3 years old.		
<b>DispAuthNo:</b>	NN-172-66, item 11a	<b>Date Edited:</b>	4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 07: Information Resources Management Records

---

<b>A-07-011-16a</b>	<b>COMSEC Telecommunications Security Files</b>		
<b>Description:</b>	Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects.  a. Subject Files. Arranged by TAGS and Terms.		
<b>Disposition:</b>	Cut off at end of calendar year. Destroy when 5 years old or when no longer needed.		
<b>DispAuthNo:</b>	N1-59-95-4, item 44a	<b>Date Edited:</b>	4/1/1999

---

<b>A-07-011-16b</b>	<b>COMSEC Telecommunications Security Files</b>		
<b>Description:</b>	Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects.  b. Post Files. Arranged by post.		
<b>Disposition:</b>	Destroy when 3 years old or when no longer needed.		
<b>DispAuthNo:</b>	N1-59-95-4, item 44b	<b>Date Edited:</b>	4/1/1999

---

<b>A-07-011-17</b>	<b>COMSEC Transaction Continuity Log</b>		
<b>Description:</b>	Contains transaction number, type of report and date or other remarks used to maintain strict continuity in assignment of transaction numbers to SF-153 accounting reports.		
<b>Disposition:</b>	Cut off at end of each calendar year and destroy.		
<b>DispAuthNo:</b>	NN-172-66, item 8	<b>Date Edited:</b>	4/1/1999

---

<b>A-07-011-18a</b>	<b>Crypto Clearance Correspondence Files</b>		
<b>Description:</b>	Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.  a. Crypto Files.		
<b>Disposition:</b>	Destroy when 15 years old.		
<b>DispAuthNo:</b>	N1-59-95-4, item 45a	<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-011-18b      Crypto Clearance Correspondence Files**

**Description:** Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.

b. User Files.

**Disposition:** Destroy when person whose clearance is discussed no longer requires clearance and/or departs for another assignment.

**DispAuthNo:** N1-59-95-4, item 45b      **Date Edited:** 4/1/1999

---

**A-07-011-19a      Appointment of Crypto Custodian and Alternate**

**Description:** a. Crypto Files.

**Disposition:** Permanent. Attach to closing inventory report of outgoing custodian.

**DispAuthNo:** NN-172-66, item 6b      **Date Edited:** 4/1/1999

---

**A-07-011-19b      Appointment of Crypto Custodian and Alternate**

**Description:** b. User Files.

**Disposition:** Destroy when updated form submitted to Central Office of Record.

**DispAuthNo:** NN-172-66, item 6a      **Date Edited:** 4/1/1999

---

**A-07-011-20a      Crypto Security Systems Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects.

a. Crypto Files.

**Disposition:** Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.

**DispAuthNo:** N1-59-95-4, item 46a      **Date Edited:** 4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-011-20b</b>	<b>Crypto Security Systems Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects.  b. User Files.
<b>Disposition:</b>	Cut off at end of calendar year. Destroy on completion of second inventory following period of reports.
<b>DispAuthNo:</b>	N1-59-95-4, item 46b
<b>Date Edited:</b>	4/1/1999
<b>A-07-011-21</b>	<b>Crypto Vault Files - Arranged by short titles</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on cryptographic equipment covering COMSEC material reports, contracts, inventory, receiving, requests, shipments, work orders, and other related subjects.
<b>Disposition:</b>	Destroy when no longer needed or obsolete.
<b>DispAuthNo:</b>	N1-59-95-4, item 47
<b>Date Edited:</b>	4/1/1999
<b>A-07-011-22</b>	<b>Crypto Vault Pouch Receipts Files</b>
<b>Description:</b>	Classified Mail Weight Form (DPM), Receipt to Sender (DCS-1), and Receipt for Registered Mail (DS-454).
<b>Disposition:</b>	Destroy when 2 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 48
<b>Date Edited:</b>	4/1/1999

---



---

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

---

**Chapter 07: Information Resources Management Records**

---

**IRM Customer Center - External Affairs Branch****A-07-012-01a Interagency Program Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

a. Memorandums of Understanding.

**Disposition:** Cut off at end of each calendar year. Destroy 2 years after terminated or closed.

**DispAuthNo:** N1-59-95-4, item 49a **Date Edited:** 4/1/1999

---

**A-07-012-01b Interagency Program Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

b. All other material.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 49b **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 07: Information Resources Management Records

---

<b>A-07-012-02</b>	<b>Interagency Agreement Files - Arranged by agreement</b>
<b>Description:</b>	Correspondence, memorandums, memorandums of understandings, telegrams, and other documentation on interagency agreements covering agencies, agreements, connections, equipment, instructions, maintenance, scanners, secure voice, work agreements, 071802 agreements (Diplomatic Telecommunications Service (DTS), Direct Communications Link, Nuclear Risk Reduction Center Communications Link, and National Risk Reduction Center Communications Link) and other related subjects.
<b>Disposition:</b>	Destroy signed original agreement and related documents 5 years after termination date of agreement, extension, or final act.
<b>DispAuthNo:</b>	N1-59-95-4, item 50
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-012-03</b>	<b>Interagency Post Files - Arranged by post</b>
<b>Description:</b>	Memorandums, telegrams, and other documentation on posts' interagency affairs covering background information, communications, equipment, guidance, International Telecommunications Union (ITU), satellites, and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 51
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-012-04</b>	<b>Interagency Reference Files</b>
<b>Description:</b>	Manuals, publications, standards, technical information, and other documentation on interagency affairs covering communications, E-mail, fax, information, network services, public switch network, systems, telephones, television, transportable communications, and other related subjects.
<b>Disposition:</b>	Destroy when no longer needed or obsolete.
<b>DispAuthNo:</b>	Non-record
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-012-05</b>	<b>National Communications System (NCS) Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, reports, and other documentation on national communications systems covering committee meetings, directives, emergency preparedness, guidelines, issuance's, meetings, national security, network, plans, policy, projects, public switch network, requirement analysis, restoration priorities, standards, survivability, telecommunications, and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Retire to RSC when 3 years old. Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 53
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-012-06**      **Radio Reciprocity Files - Arranged by post**

**Description:**      Correspondence, memorandums, telegrams, and other documentation on radio reciprocity covering background information, costs, frequency allocations, history, permission to operate, power usage, radios, rights to own radios, satellites, and other related subjects.

**Disposition:**      Permanent. Review annually. Retire inactive files, that have had no action in 5 years, to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

**DispAuthNo:**      N1-59-95-4, item 54                      **Date Edited:**                      4/1/1999

---

---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

#### Telecommunications, Wireless and Data Services Division

**A-07-014-01a**

**Maintenance Files - Arranged by TAGS and Terms**

**Description:** Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

**Disposition:** Cut off at end of each calendar year. Destroy 2 years after terminated or closed.

**DispAuthNo:** N1-59-95-4, item 65a

**Date Edited:**

4/1/1999

---

**A-07-014-01b**

**Maintenance Files - Arranged by TAGS and Terms**

**Description:** Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

b. All other material.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 65b

**Date Edited:**

4/1/1999

---

**A-07-014-02a**

**Digital Systems Files**

**Description:** Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

**Disposition:** Destroy 2 years after terminated or closed.

**DispAuthNo:** N1-59-95-4, item 66a

**Date Edited:**

4/1/1999

---

---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

<b>A-07-014-02b</b>	<b>Digital Systems Files</b>		
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.		
	b. All other material.		
<b>Disposition:</b>	Destroy when 1 year old.		
<b>DispAuthNo:</b>	N1-59-95-4, item 66b	<b>Date Edited:</b>	4/1/1999
<b>A-07-014-03a</b>	<b>Radio Frequency Files</b>		
<b>Description:</b>	Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.		
	a. Memorandums of Understanding, copies of contracts, etc.		
<b>Disposition:</b>	Destroy 2 years after terminated or closed.		
<b>DispAuthNo:</b>	N1-59-95-4, item 67a	<b>Date Edited:</b>	4/1/1999
<b>A-07-014-03b(1)</b>	<b>Radio Frequency Files</b>		
<b>Description:</b>	Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.		
	b. All other material.		
	(1) Short-term: transactions, inactive, and completed material.		
<b>Disposition:</b>	Destroy when 1 year old.		
<b>DispAuthNo:</b>	N1-59-95-4, item 67b(1)	<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-014-03b(2)</b>	<b>Radio Frequency Files</b>
<b>Description:</b>	Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.  b. All other material.  (2) Long-term: life of project/program history/life of post status.
<b>Disposition:</b>	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.
<b>DispAuthNo:</b>	N1-59-95-4, item 67b(2)
<b>Date Edited:</b>	4/1/1999
<b>A-07-014-04a</b>	<b>Voice Systems Files</b>
<b>Description:</b>	Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.  a. Memorandums of Understanding, copies of contracts, etc.
<b>Disposition:</b>	Destroy 2 years after terminated or closed.
<b>DispAuthNo:</b>	N1-59-95-4, item 68a
<b>Date Edited:</b>	4/1/1999
<b>A-07-014-04b(1)</b>	<b>Voice Systems Files</b>
<b>Description:</b>	Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.  b. All other material.  (1) Short-term: transactions, inactive, and complete material.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-95-4, item 68b(1)
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-014-04b(2)****Voice Systems Files****Description:**

Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.

b. All other material.

(2) Long-term: life of project/program history/life of post status.

**Disposition:**

Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

**DispAuthNo:**

N1-59-95-4, item 68b(2)

**Date Edited:**

4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**IRM Customer Center - Special Communications Branch****A-07-016-01a                      Special Communications Support Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

a. Program Subject Files.

**Disposition:** Cut off at end of each calendar year. Destroy after 3 years.

**DispAuthNo:** N1-59-95-4, item 80a                      **Date Edited:** 4/1/1999

---

**A-07-016-01b                      Special Communications Support Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

b. Trip Case Files. Documents accumulated on individual trips.

**Disposition:** Cut off at end of each calendar year. Destroy after 1 year.

**DispAuthNo:** N1-59-95-4, item 80b                      **Date Edited:** 4/1/1999

---



---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-016-02a**                      **Temporary Duty Trip Files - Arranged by post**

**Description:**            Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary's travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.

   a. Post TDY Trip Files.

**Disposition:**            Cut off at end of calendar year. Destroy after 2 years.

**DispAuthNo:**            N1-59-95-4, item 81a                                      **Date Edited:**                                      4/1/1999

---

**A-07-016-02b**                      **Temporary Duty Trip Files - Arranged by post/individuals name**

**Description:**            Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary's travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.

   b. Rover Personnel File.

**Disposition:**            Destroy 3 years after person is no longer in the program.

**DispAuthNo:**            N1-59-95-4, item 81b                                      **Date Edited:**                                      4/1/1999

---

---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

#### Systems and Integration

**A-07-017-01 Domestic Operations Files**

**Description:** Correspondence, memorandums, telegrams, and other documentation on domestic operations covering automated data processing, communication centers, configurations, digital systems, engineering, equipment, facilities, information management, information processing, installations, operations, programs, requests, support, systems operations, technical controls, telecommunications, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 82 **Date Edited:** 4/1/1999

---

**A-07-017-02 Data Processing Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, and other documentation on automated data processing covering automated systems, Beltsville Information Management Center (BIMC), computers, computer output microfiche and microfilm, equipment, installations, facilities, guidance, hardware, management, maintenance, operations, production, programming, Regional Administrative Management Centers (RAMC), reports, support, systems, technical operations, terminals, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 83 **Date Edited:** 4/1/1999

---

**A-07-017-03 ADP - Camera Security System**

**Description:** Video-cassette tapes, of any format, e.g. Video Home System (VHS), containing recorded video information produced by electronic cameras and video-cassette recorder (VCR) covering controlled access area check points.

**Disposition:** Erase tapes when no longer needed and reuse.

**DispAuthNo:** N1-59-95-4, item 84 **Date Edited:** 4/1/1999

---

**A-07-017-04 ADP - Facilities Management Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, purchase orders, and other documentation on facilities management covering security access controls, background information, communications security, disposal, finances, forms management, inventory, maintenance, projects, procurement, property, renovations, resources, security, surveys, tasks, and other related subjects.

**Disposition:** Destroy when 2 years old, or when no longer needed, whichever is sooner.

**DispAuthNo:** N1-59-95-4, item 85 **Date Edited:** 4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-017-05a ADP - Magnetic Tapes Library**

**Description:** a. Reusable Tapes. Tapes produced as a special request from users.

**Disposition:** Reuse when no longer needed by requester.

**DispAuthNo:** N1-59-95-4, item 86a

**Date Edited:**

4/1/1999

---

**A-07-017-05b Magnetic Tapes Library**

**Description:** b. Permanent Historical Tapes. These tapes contain historical foreign policy records covered by items 070602 to 070606

**SPECIAL INSTRUCTIONS - FOR PERMANENT TAPES**

To store tapes in the Library:

CFR 1234.28 (g) provides the following standards for the storage of tapes containing PERMANENT records: room must be fire proof with no sprinklers, have a constant temperature of 62-68°F and humidity of 35-45%, no food or drinks can be in controlled access area.

To preserve the tapes historical information:

Use 18 track 3480 class magnetic tape cartridge, labeled, make backups of all tapes, keep duplicate copies - off site, rewind every 3.5 years, re-copy onto new tapes after 10 years.

To transfer tapes to NARA:

Follow 36 CFR 1228.188; AND the additional guidance Department and NARA developed on 6/28/94 and thereafter.

**Disposition:** Follow the authorized disposition cited in items 070603 to 070606.

**DispAuthNo:** N1-59-95-4, item 86b

**Date Edited:**

4/1/1999

---

**A-07-017-06 ADP - Production Control - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, and telegrams, other documentation on production control requests, covering automated data processing, batch processing, copying, jobs, magnetic cartridges and tapes, microfiche, microfilm, outputs, printouts, procedures, production controls, reports, schedules, setups, special requests, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 87

**Date Edited:**

4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 07: Information Resources Management Records

---

<b>A-07-017-07</b>	<b>Communications Management Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on communications covering analysis, communications, centers, distribution, encryption and decryption, facilities, maintenance, messages, networking, receipt, registration, relay, reproduction, secure voice interface, servicing, technical security, telecommunications, transmission, and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 88
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-017-08a</b>	<b>Telephone - Work and Service Order Files</b>
<b>Description:</b>	a. Orders from inside the Main State Building.
<b>Disposition:</b>	Destroy after 1 year.
<b>DispAuthNo:</b>	N1-59-95-4, item 99b
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-017-08b</b>	<b>Telephone - Work and Service Order Files</b>
<b>Description:</b>	b. Order from outside the Main State Building.
<b>Disposition:</b>	Destroy 1 year after site is no longer used.
<b>DispAuthNo:</b>	N1-59-95-4, item 99a
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-017-09</b>	<b>Communications - Information Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on communication information covering Automated Reproduction and Collating System (ARCS), contracts, gateway interconnections, maintenance, procurement, security, technical services, and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 89
<b>Date Edited:</b>	4/1/1999

---

<b>A-07-017-10</b>	<b>Communications - Operations Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on communications operations covering analysis, Beltsville Communication Center, collective addresses, communications, information services, contracts, coordination, dissemination, distributions, facilities, interface, maintenance, operations, statistics, systems, traffic, upgrades, and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 90
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-017-11</b>	<b>Communications - Operations Circuits Files - Arranged by post</b>
<b>Description:</b>	Memorandums, telegrams, diagrams, plans, and other document on communications circuits covering background information, connections, drawings, equipment, networks, requests, and other related subjects.
<b>Disposition:</b>	Retain in office. Retire to RSC 1 year after post building is no longer occupied by the Department or post has closed. Destroy 5 years after date RSC received.
<b>DispAuthNo:</b>	N1-59-95-4, item 91
<b>Date Edited:</b>	4/1/1999
<hr/>	
<b>A-07-017-12a</b>	<b>Communications - Programming Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects.  a. Memorandums of Understanding, copies of contracts, etc.
<b>Disposition:</b>	Destroy 2 years after terminated or closed.
<b>DispAuthNo:</b>	N1-59-95-4, item 92a
<b>Date Edited:</b>	4/1/1999
<hr/>	
<b>A-07-017-12b</b>	<b>Communications - Programming Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects.  b. All other material.
<b>Disposition:</b>	Cut off at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is longer.
<b>DispAuthNo:</b>	N1-59-95-4, item 92b
<b>Date Edited:</b>	4/1/1999
<hr/>	

---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

#### A-07-017-13      **Communications - Service Message Files**

**Description:** Incoming and outgoing communications concerning the TAGS system and technical problems which result in the telegraphic transmission of information between the Department and the posts.

**Disposition:** Destroy 1 year after problem has been solved.

**DispAuthNo:** NC-59-75-17, item 5                      **Date Edited:** 4/1/1999

---

#### A-07-017-14      **Telephone - Billing Invoice Files**

**Description:**

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

**DispAuthNo:** N1-59-95-4, item 93                      **Date Edited:** 4/1/1999

---

#### A-07-017-15      **Telephone - Billing Magnetic Tapes**

**Description:**

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-59-95-4, item 94                      **Date Edited:** 4/1/1999

---

#### A-07-017-16      **Telephone - Call Detail Record Polling (CDRP) - Magnetic Tapes**

**Description:**

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

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

---

#### A-07-017-17      **Telephone - Contract Management Files**

**Description:** Copies or other extra convenience copies of: contracts, correspondence, interim reports, invoices, justifications, modifications to contract, OF-206 (Purchase Order, Receiving Report, and Voucher), OF-263 (Requisition for equipment, Supplies, Furniture, Etc.), progress reports, purchase orders, receipts, request for proposals, requisitions, successful bids and proposals, surveys, work plan schedules, and other documentation on contract or procurement covering administration, approvals, awards, budgets, compensation, conferences, deliveries, determinations, expenditures, findings, inspection, monitoring, negotiations, payments, performance, products, proposals, solicitations, supporting data and documents, and other related subjects.

**Disposition:** Destroy 2 years after close out date of contract, or when no longer needed, whichever is sooner after the expiration date of the contract or its last extension.

**DispAuthNo:** GRS 23, item 1                      **Date Edited:** 4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-017-18</b>	<b>Telephone and Digital Systems Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, reports, and other documentation on digital systems covering billing, communication lines, Consolidated Centrex, contractors, contracts, copies of contracts, digital telecommunications, Diplomatic Telecommunications Service (DTS), equipment, Federal Telecommunications System (FTS), long distance, matrix schedules, meetings, plans, policies, Private Branch Exchange (PBX), procurement, services, site surveys and summaries, status reports, telephone directory data base, telephone switching system, tie lines integration, vendors, Video Telecommunications Program, voice telecommunications, Washington Integrated Telecommunications Services (WITS), White House Communications Agency (WHCA), and other related subjects.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 96
<b>Date Edited:</b>	4/1/1999
<b>A-07-017-19</b>	<b>Telephone - Directory Changes (DS-1891)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-95-4, item 97
<b>Date Edited:</b>	4/1/1999
<b>A-07-017-20</b>	<b>Telephone - Number Records Files</b>
<b>Description:</b>	Documents on each telephone number covering technical background information.
<b>Disposition:</b>	Destroy 1 year after telephone number is no longer used.
<b>DispAuthNo:</b>	N1-59-95-4, item 98
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**IRM Customer Center - Support Services Division****A-07-018-01 Foreign Operations - Management Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, memorandums of operations, telegrams, and other documentation on foreign operations covering crisis management, data processing, Diplomatic Telecommunications Service (DTS), emergencies, facilities, information management, information program units, operations, operating programs, operational liaison, Regional Information Management Centers (RIMC), support activities, systems, systems operations, technical support, telecommunications facilities, training, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 100 **Date Edited:** 4/1/1999

---

**A-07-018-02 Foreign Operations - Program Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, memorandums of conversation, telegrams, and other documentation on foreign operations covering automated data processing, C-LAN, communications security, compliance, Department Telecommunication System (DTS), emergencies, fax, Information Program Unites (IPU), implementation, information management operations programs, liaison, projects, Regional Information Management Centers (RIMC), systems operations, Secretary, and visitor support, security, technical training, Terminal Equipment Replacement Program (TERP), and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 101 **Date Edited:** 4/1/1999

---

**A-07-018-03 Post Information Management - Liaison Files - Arranged by post**

**Description:** Memorandums, telegrams, and other documentation on posts information management programs covering circuits, communications, communications security, emergency planning, equipment, installations, liaison, personnel, projects, testing, temporary duty assignments, travel, trip reports, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 102 **Date Edited:** 4/1/1999

---

**A-07-018-04 Posts Information - Systems Files - Arranged by post**

**Description:** Correspondence, memorandums, telegrams, and other documentation on posts' information systems covering applications and software, compact disks (CD), E-mail, equipment, Information Systems Unit, maintenance, system managers, telecommunications, training, unclassified systems, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 103 **Date Edited:** 4/1/1999

---



---

## U.S. Department of State Records Schedule

---

### Chapter 07: Information Resources Management Records

---

---

#### Information Technology Infrastructure

##### A-07-019-01      **Technical Operations Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, reports, and other documentation on technical operations covering C-LAN system, Classified Information Handling System (CIHS), communications security, contracts, Diplomatic Telecommunication Services (DTS), facilities, management, secure telephone system, telecommunications services and support, telephones, tempest, Terminal Equipment Replacement Program (TERP), trip reports, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 104      **Date Edited:** 4/1/1999

---

##### A-07-019-02a      **Automated Data Processing Files - Arranged by year and purchase order number**

**Description:** Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

a. Maintenance agreements, life of produce agreements, copies of contracts, etc.

**Disposition:** Destroy 2 years after terminated, closed, or no longer used.

**DispAuthNo:** N1-59-95-4, item 105a      **Date Edited:** 4/1/1999

---

##### A-07-019-02b      **Automated Data Processing Files - Arranged by year and purchase order number**

**Description:** Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

b. All other material.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-95-4, item 105b      **Date Edited:** 4/1/1999

---



---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-019-04a**                    **Installation - Drawings Files - Arranged by TAGS and Terms**

**Description:**        Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects.

                                 a. Subject Files.

**Disposition:**        Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:**        N1-59-95-4, item 107a                    **Date Edited:**                    4/1/1999

---

**A-07-019-04b**                    **Installation - Drawings Files - Arranged by project or program**

**Description:**        Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects.

                                 b. Post Files.

**Disposition:**        Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

**DispAuthNo:**        N1-59-95-4, item 107b                    **Date Edited:**                    4/1/1999

---

**A-07-019-05a**                    **Installation - Equipment Files - Arranged by TAGS and Terms**

**Description:**        Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects.

                                 a. Taskings.

**Disposition:**        Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:**        N1-59-95-4, item 109a                    **Date Edited:**                    4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

<b>A-07-019-05b</b>	<b>Installation - Equipment Files - Arranged by TAGS and Terms</b>
<b>Description:</b>	Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects.  b. All other items.
<b>Disposition:</b>	Cut off at end of each calendar year. Destroy when 4 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 109b
<b>Date Edited:</b>	4/1/1999
<b>A-07-019-06a</b>	<b>Programs Files</b>
<b>Description:</b>	Programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects.  a. Short-term: transactions, inactive, and completed material.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-59-95-4, item 108a
<b>Date Edited:</b>	4/1/1999
<b>A-07-019-06b</b>	<b>Programs Files</b>
<b>Description:</b>	Programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects.  b. Long-term: life of project/program history.
<b>Disposition:</b>	Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.
<b>DispAuthNo:</b>	N1-59-95-4, item 108b
<b>Date Edited:</b>	4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-019-07      Secure Voice Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, telegrams, reports, and other documentation on fax, guidelines, inventories, issuance's, operational policy, procurement, requests, secure telephone units (STU), telephones, vendors, work orders, and other related subjects.

**Disposition:** Cut off at end of each calendar year. Destroy when 3 years old.

**DispAuthNo:** N1-59-95-4, item 110

**Date Edited:**

4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**General****A-07-021-01 Administrative - Subject Files - Arranged by TAGS and Terms**

**Description:** Correspondence, memorandums, notices, reports, telegrams, and other documentation on a wide range of internal administration or housekeeping activities covering: activity reports, budget, communications, construction, daily activities, distribution, equipment, expenditures, finances, functional statements, funds, finding aids, FOI & Privacy Act requests, general information, general services, indexes, invoices, maintenance, management, organization, organizational charts, pay, personnel matters, printing, procedures, procurement, property, purchase orders, repairs, requests for information, schedules, security, services, space, staffing, statistical reports, supplies, telephones, training, tracking and control, transportation, travel, vehicles, work progress reports, workload reports, Diplomatic Pouch Mail Registration (OF-120), Personal Custody Property (OF-130), Property Survey Report (DS-310), Receipt for Registered Mail (DS-454), Records Transmittal and Receipt (SF-135), Registered Mail Invoice (DS-712), Requisition for Equipment-Supplies-Furniture-Furnishings-Services (OF-263), Requisition for Publishing-Reproduction and Distribution Services (DS-5R), Retirement of Records (DS-693), Routing and Transmittal Slip (OF-41), and other related subjects.

**Disposition:** Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS 23, item 1

**Date Edited:**

4/1/1999

---

**A-07-021-02 Chronological Files - Arranged by date, Message Reference Number (MRN), or by individual office/post**

**Description:** Extra copies of documents arranged in numerical or date order for convenience of reference.

NOTE: Offices that maintain both a Program File AND a Chron File may use this item to dispose of their Chron file. However, offices that maintain ONLY a Chron File can not use this item to dispose of their "Chron File" - until they set up a Program File (subject or case file) for their evidentiary mission/program activities.

**Disposition:** Cut off at end of each calendar year. Destroy 1 year after cut off date or when no longer needed, whichever is sooner.

**DispAuthNo:** N1-59-95-4, item 3

**Date Edited:**

4/1/1999

---

---

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

---

**Chapter 07: Information Resources Management Records**

---

---

**A-07-021-03      Technical Reference Files - Arranged by TAGS and Terms**

**Description:** Extra copies of congressionals, correspondence, diplomatic notes, memorandums, telegrams, other documentation; and guidelines, instructions, laws, manuals, plans, publications, reference books, regulations, reports, standards, and other material on technical information covering background information, designs, details, developments, examples, forms, general information, methods, newspaper and magazine clippings, papers, policies, programs, projects, research, surveys, and other related subjects.

**Disposition:** Review annually. Destroy items that have been updated, are obsolete, or no longer needed.

**DispAuthNo:** Non-record

**Date Edited:**

4/1/1999

---