
U.S. Department of State Records Schedule

Chapter 06: Bureau of Administration Records

Assistant Secretary of Administration**A-06-001-01 General Subject File**

Description: These records document the activities of the Assistant Secretary for Administration in a variety of administrative functions such as, policy, plans, programs, and procedures for Classification/Declassification, Foreign Buildings, Information Systems, Communications and Information Management. Consists of airgrams, telegrams, general correspondence, congressional, memorandum of conversations, briefing materials, letters, memoranda and related documents that have substantive content. Also includes an index to the subject files.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-88-8, item 1 a & b **Date Edited:** 6/28/2007

A-06-001-02 Country File

Description: Airgrams, telegrams, general correspondence, congressional, memorandum, of conversations, briefing materials, letters, memoranda and other material relating to policies and procedures in the construction of overseas buildings.

Disposition: Permanent. Cut off in year of project completion. Retire with block of subject files for that year.

DispAuthNo: N1-59-88-8, item 2 **Date Edited:** 4/1/1999

Deputy Assistant Secretary for Operations**A-06-002-01 General Subject Files**

Description: These records document the activities of the Deputy Assistant Secretary for Operations in directing and supervising a variety of administrative functions including supply, transportation, procurement, visual services, language services and general services. Records documenting the policies and procedures relating to the administrative functions are retained by the subordinate offices.

Disposition: Retire when 2 years old. Destroy when 5 years old.

DispAuthNo: NC1-59-81-5, item 1 **Date Edited:** 4/1/1999

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Claims

A-06-003-01 Foreign Service Claims Board File

Description: Consists of application for payment, copy of form authorizing payment, and copy of Board decision.

Disposition: Destroy 10 years after case is closed.

DispAuthNo: NN-171-120, item 3 **Date Edited:** 4/1/1999

A-06-003-02 Foreign Service Claims Board - General File

Description: Minutes, agenda, reports, decisions, copies of acts, and reports on Board organization, establishment and procedures.

Disposition: Retain Permanently

DispAuthNo: NN-171-120, item 4 **Date Edited:** 4/1/1999

A-06-003-03 Personal Property Claims File

Description: Includes DS-1620, Claim for Loss or Damage to Personal Property, inventories of effects, etc., concerned with settlement of claims for loss of personal property of employees of the Department of State, the U.S. Information Agency and the Agency for International Development

Disposition: Destroy 5 years after case is closed.

DispAuthNo: NN-171-120, Item 5 **Date Edited:** 4/1/1999

A-06-003-04a Personal Property Claims - General Subject File

Description: a. Policy and procedural files concerning implementation of Military Personnel and Civilian Employees Claims Act of 1964, PL 88 588, approved August 31, 1964 as amended.

Disposition: Retain Permanently

DispAuthNo: NN-171-120, item 6a **Date Edited:** 4/1/1999

A-06-003-04b Personal Property Claims - General Subject File

Description: b. All other operating and general administrative files.

Disposition: Destroy when 5 years old.

DispAuthNo: NN-171-120, item 6b **Date Edited:** 4/1/1999

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Office of the Procurement Executive**A-06-004-01 General Subject and Post Files**

Description: Arranged by subject and post name - Documentation pertaining to the formulation of Department-wide procurement policies and directives; advice on procurement laws, legislation, and opinions issued by the courts and GAO; appointment of contracting officers; certification of Departmental compliance with procurement laws; approval of procurement training for Department personnel and other activities undertaken by the Office of Procurement Executive. Documents include memoranda, telegrams, letters, airgrams, reports, position papers, certificates, copies of contracts, computer printouts, standard forms and other related material.

Disposition: Cut off when 5 years old. Destroy when 7 years old.

DispAuthNo: N1-59-93-45, item 1

Date Edited: 4/1/1999

A-06-004-02a Organization Files

Description: Arranged by organization name, thereunder by subject or case - Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

a. Subject Files.

Disposition: Cut off when 1 year old. Destroy when 7 years old.

DispAuthNo: N1-59-93-45, item 2a

Date Edited: 4/1/1999

A-06-004-02b(1) Organization Files

Description: Arranged by organization name, thereunder by subject or case - Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC).

b. Case Files.

(1) Cases of interest to the Department.

Disposition: Destroy 3 years after case is closed.

DispAuthNo: N1-59-93-45, item 2b(1)

Date Edited: 4/1/1999

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A-06-004-02b(2)	Organization Files
Description:	Arranged by organization name, thereunder by subject or case - Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, agreements, talking points, resolutions, reports, case files, and reference material documenting the Department's interest or participation in Federal agency boards, councils, committees, or other bodies that address procurement concerns (e.g. CAAC, IPCMC). b. Case Files. (2) All Other Cases.
Disposition:	Destroy 1 year after case is closed.
DispAuthNo:	N1-59-93-45, item 2b(2)
Date Edited:	4/1/1999
A-06-004-03	Executed Contracts
Description:	Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice on miscellaneous obligations, and related correspondence.
Disposition:	Place in inactive file on final payment and transfer to RSC after 2 years. Destroy 6 years and 3 months after final payment.
DispAuthNo:	GRS 3, item 3a(1)
Date Edited:	4/1/1999
A-06-004-04a	Contract Appeals Case Files
Description:	Contract appeal case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. a. Records created prior to October 1, 1979.
Disposition:	Destroy 6 years and 3 months after final action on decision.
DispAuthNo:	GRS 3, item 15a
Date Edited:	4/1/1999

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A-06-004-04b	Contract Appeals Case Files
Description:	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. b. Records created after September 30, 1979.
Disposition:	Destroy 1 year after final action on decision.
DispAuthNo:	GRS 3, item 15b
Date Edited:	4/1/1999
A-06-004-05	Grant Administrative Files
Description:	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.
Disposition:	Destroy when 2 years old.
DispAuthNo:	GRS 3, item 14
Date Edited:	4/1/1999
A-06-004-06	Chronological Files
Description:	Extra copies of correspondence, memoranda, and telegrams maintained as an office-wide drop file.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-59-93-45, item 4
Date Edited:	4/1/1999
A-06-004-07	Federal Procurement Data System (FPDS) Reports
Description:	Files maintained by fiscal year quarters, containing correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers regarding all procurements exceeding \$25,000 and consisting of information required for transfer to the FPDS. Reports contain Individual Contract Action Report (SF-279); Summary Contract Action Report (SF-281); Contract Report Exceeding \$150,000; Report of Total Procurement; Contractor Officer Code Report and related materials.
Disposition:	Cut off in FY quarters. Destroy when 5 years old.
DispAuthNo:	GRS 3, item 3d
Date Edited:	4/1/1999

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A-06-004-08 World-wide Procurement Database System (WWPD) Files

Description: Correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers that document the inception, principal development, projects, requests for data and other information related to the WWPD created in 1991.

Disposition: Cut off when 1 year old. Destroy when 5 years old.

DispAuthNo: GRS 3, item 3d **Date Edited:** 4/1/1999

A-06-004-09 World-wide Procurement Database System (WWPD)

Description: An electronic information system arranged by fiscal year, containing data on DOS procurement exceeding \$25,000 and other data required under 48 CFR 4.601 for transfer to FPDS.

Disposition: Delete data when 10 years old.

DispAuthNo: N1-59-93-45, item 3 **Date Edited:** 4/1/1999

A-06-004-10 Procurement Career Management Information System (PCMI) Files

Description: Correspondence, telegrams, airgrams, memoranda, reports, source documents, computer printouts and other papers that document individual cases updated in the PCMI system created in 1993. Includes DS-1911, Individual Development Information Sheet which forms the basis of the PCMI database.

Disposition: Destroy on separation or transfer of employee.

DispAuthNo: GRS 1, item 6 **Date Edited:** 4/1/1999

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A-06-005-05b	Material Management - Customer Service Files
Description:	Correspondence, forms, and other documentation on customer service covering blanket purchase arrangements (BPA), notes, packing lists, price lists, repairs, and other related subjects. b. Customer Service Files.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-59-95-4, item 59b
Date Edited:	4/1/1999
A-06-005-06a	Material Management - Dispatching Files
Description:	a. Dispatching - Invoice Files. Copies of invoices on equipment and services.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-59-95-4, item 60a
Date Edited:	4/1/1999
A-06-005-06b	Material Management - Dispatching Files
Description:	b. Dispatching - Government Bill of Lading Files. U.S. Government Bill of Lading (SF-1103).
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-59-95-4, item 60b
Date Edited:	4/1/1999
A-06-005-06c	Material Management - Dispatching Files
Description:	Documentation on dispatches to posts covering sheets, packing documents, pick tickets, shipments, work sheets, and other related subjects. c. Dispatching - Post Documents Files. Arranged by post.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-59-95-4, item 60c
Date Edited:	4/1/1999

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A-06-006-10	Building Services - General Correspondence File		
Description:	Consists of correspondence, forms and reports on moving, parking, telephone and other building services.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 11, item 1	Date Edited:	7/27/2005

A-06-006-11	Building Services - GSA Job Order File		
Description:	Includes Request for Services (OF-263 replaces DS-1659), form letter Request to GSA for Cost Estimates, Job Order to GSA (GSA Form 1354) and related correspondence.		
Disposition:	Destroy 3 months after work performed or job is canceled.		
DispAuthNo:	NN-171-66, item 7	Date Edited:	7/27/2005

A-06-006-12	Building Services - Telephone Order File		
Description:	Includes Request for Telephone Service (OF-263), Order to FMSS for Telephone Service (SF-145) and related correspondence.		
Disposition:	Destroy when 6 months old.		
DispAuthNo:	NN-171-66, item 8	Date Edited:	7/27/2005

A-06-006-13	Building Services - Diplomatic Functions Area Control Files		
Description:	Consists of correspondence, forms and schedules pertaining to the use and control of the Diplomatic Functions Area. Also includes monthly use reports that identify the type of event, the host, caterers, etc.		
Disposition:	TEMPORARY: Hold in current file area and dstroy when five (5) years old. (Ref. NN-171-66, item 9)		
DispAuthNo:	N1-59-03-10, item 3	Date Edited:	4/15/2005

A-06-006-14	Building Services - Operation Support Correspondence File		
Description:	Contains correspondence, forms and schedules pertaining to the use and control of all operations support, including but not limited to: auditoriums and conference rooms, parking and flag request.		
Disposition:	TEMPORARY: Cutoff at end of quarter. Delete/destroy one (1) year after cutoff. (Ref. NN-171-66, item 10)		
DispAuthNo:	N1-59-03-10, item 5	Date Edited:	4/15/2005

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A-06-006-23a Motor Transportation - Motor Vehicle Operating Reports and Statistics

Description: a. Daily Vehicle Report.

Disposition: Destroy when 3 months old.

DispAuthNo: NN-171-66, item 15a **Date Edited:** 4/1/1999

A-06-006-23b Motor Transportation - Motor Vehicle Operating Reports and Statistics

Description: b. Daily and Monthly Operating Statistics.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-171-66, item 15b **Date Edited:** 4/1/1999

A-06-006-24 Motor Transportation - Gasoline and Car Wash Tickets and Related Paid Invoices -

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: NN-171-66, item 16 **Date Edited:** 4/1/1999

A-06-006-25 Motor Transportation - Vehicle Accident File

Description: Includes statements of drivers, witnesses and investigating officers pertaining to motor vehicle accidents and all related reports.

Disposition: Destroy 3 years after accident or after claim is settled.

DispAuthNo: NN-171-66, item 17 **Date Edited:** 4/1/1999

A-06-006-30 Warehousing - Completed Order File

Description: Consists of copy of purchase order or requisition, Bills of Lading, Delivery Receipts and DS-41, Delivery Slip.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-171-66, item 18 **Date Edited:** 4/1/1999

A-06-006-31 Warehousing - Receiving and Inspection Report

Description: JF-22 or the like

Disposition: Destroy when 6 months old.

DispAuthNo: NN-171-66, item 19 **Date Edited:** 4/1/1999

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A-06-006-32a	Technical Services - Audio Visual Project Files
Description:	Background and completed work on all projects including request for service, freehand illustrations, charts, mechanical drawings, models, maps, photographic negatives and prints, cost record and summary project card. a. Projects of a substantive or historical nature involving considerable or extensive research and art work, and projects of a continuing nature.
Disposition:	Retain.
DispAuthNo:	II-NN-3561, item 1a
Date Edited:	4/1/1999
A-06-006-32b	Technical Services - Audio Visual Project Files
Description:	Background and completed work on all projects including request for service, freehand illustrations, charts, mechanical drawings, models, maps, photographic negatives and prints, cost record and summary project card. b. Projects of a substantive or historical nature that are of no further administrative value following their completion.
Disposition:	Destroy 1 year after project completed.
DispAuthNo:	11-NN-3561, item 1b
Date Edited:	4/1/1999
A-06-006-33	Technical Services - Project Card Record
Description:	Master Card Index to all projects - arranged numerically by project number with cross index by area or office serviced and subject matter of project.
Disposition:	Retain indefinitely
DispAuthNo:	II-NN-3561, item 2
Date Edited:	4/1/1999
A-06-006-34	Technical Services - Project Working Files
Description:	Working files relating to processing of projects including project distribution sheets.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3561, item 3
Date Edited:	4/1/1999

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A-06-006-35a(1)	Technical Services - Foreign Affairs Photograph Collection
Description:	1. Negatives a. Black and White Negatives Negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel, and foreign officials. Arrange chronologically or numerically by date photograph is made and job number.
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 1a
Date Edited:	4/1/1999
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A-06-006-35a(2)	Technical Services - Foreign Affairs Photograph Collection
Description:	1. Negatives b. Color Negatives Negative relating to the foreign affairs of the U.S., high level or significant State Department personnel, and foreign officials. Arrange chronologically or numerically by date photograph is made and job number.
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 1b
Date Edited:	4/1/1999
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A-06-006-35a(3)	Technical Services - Foreign Affairs Photograph Collection
Description:	1. Negatives c. Negatives of routine award ceremonies, social events, activities, not related to the mission of the Department, personnel identification or passport images, and any other routine administrative or personnel related images not related to the Department's mission.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-92-18, item 1c
Date Edited:	4/1/1999
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A-06-006-35b(1)	Technical Services - Foreign Affairs Photograph Collection
Description:	2. Photographic Prints - Personality File. a. Photographs of State Department officials, including swearing-in ceremonies, other government officials (e.g. presidential, cabinet, or other agency head level visitors), and foreign diplomats and dignitaries. Arrange in alphabetical order by name of individual
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 2a
Date Edited:	4/1/1999
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A-06-006-35b(2)	Technical Services - Foreign Affairs Photograph Collection
Description:	2. Photographic Prints - Personality File. b. 35 mm contact or proof sheets related to the item 2a.
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 2b
Date Edited:	4/1/1999
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A-06-006-35b(3)	Technical Services -Foreign Affairs Photograph Collection
Description:	2. Photographic Prints - Personality File. c. Routine photographs of State Department personnel, passport photographs or personnel related images not related to the Department's mission.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-92-18, item 2c
Date Edited:	4/1/1999
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A-06-006-35c(1)	Technical Services - Foreign Affairs Photograph Collection
Description:	3. Photographic Prints - Subject File. a. Photographs of mission related activities of State Department officials and staff, and foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arrange alphabetically by primary subject headings and thereunder geographically by location.
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 3a
Date Edited:	4/1/1999
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A-06-006-35c(2)	Technical Services - Foreign Affairs Photograph Collection
Description:	3. Photographic Prints - Subject File. b. 35 mm contact or proof sheets related to the item 3a.
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 3b
Date Edited:	4/1/1999
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A-06-006-35c(3)	Technical Services - Foreign Affairs Photograph Collection
Description:	3. Photographic Prints - Subject File. c. Photographs prints of routine award ceremonies, social events or activities unrelated to the mission of the Department.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-92-18, item 3c
Date Edited:	4/1/1999
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A-06-006-35d(3)	Technical Services - Foreign Affairs Photograph Collection
Description:	4. Slides c. Black and White, and Color slides of routine award ceremonies, social events, activities not related to the mission of the agency, personnel identification or passport images, and any other routine administration or personnel related images not related to the Department's mission.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-92-18, item 4c
Date Edited:	4/1/1999
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A-06-006-35d1(a)	Technical Services - Foreign Affairs Photograph Collection
Description:	4. Slides a. Black and White a-1 Subject file. Foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arrange alphabetically by primary subject headings and thereunder geographically by location.
Disposition:	Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.
DispAuthNo:	N1-59-92-18, item 4a(1)
Date Edited:	4/1/1999
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A-06-006-35d1(b) **Technical Services - Foreign Affairs Photograph Collection**

Description: 4. Slides

 a. Black and White

 a-2 Personality File. State Department officials and foreign diplomats and officials. Arranged in alphabetical order by name of individual.

Disposition: Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

DispAuthNo: N1-59-92-18, item 4a(2) **Date Edited:** 4/1/1999

A-06-006-35d2(a) **Technical Services - Foreign Affairs Photograph Collection**

Description: 4. Slides

 b. Color

 b-1 Subject file. Foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arrange alphabetically by primary subject headings and thereunder geographically by location.

Disposition: Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

DispAuthNo: N1-59-92-18, item 4b(1) **Date Edited:** 4/1/1999

A-06-006-35d2(b) **Technical Services - Foreign Affairs Photograph Collection**

Description: 4. Slides

 b. Color

 b-2 Personality File. State Department officials and foreign diplomats and officials. Arranged in alphabetical order by name of individual.

Disposition: Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA.

DispAuthNo: N1-59-92-18, item 4b(2) **Date Edited:** 4/1/1999

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A-06-006-35f(3) Technical Services - Foreign Affairs Photograph Collection

Description: 6. Indexes

c. Numerical Index (Shelf-list)

Disposition: Permanent. Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer immediately to NARA

DispAuthNo: N1-59-92-18, item 6c

Date Edited:

4/1/1999

Language Services

A-06-007-01 Case Files on Contract Interpreters and Translators

Description: Copies of language services contracts, test papers, letters of inquiry and reply, and papers regarding the experience, work record, suitability, and clearance of each person under contract to perform interpreting and translating service.

Disposition: Destroy 5 years after expiration of contract.

DispAuthNo: NN-166-68, item 1

Date Edited:

4/1/1999

A-06-007-02 Requests for Translation Service

Description: Form DS-434 or similar forms used for this purpose.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-2044, item 1

Date Edited:

4/1/1999

A-06-007-03 Transcripts

Description: One copy of all transcripts taken at official meetings held in the Department at which government officials from other agencies and/or educational and commercial institutions participate. These transcripts will include all security classifications, and cover varied subject matters, e.g., United Nations Educational, Cultural and Scientific Organization Conferences, and foreign policy discussions.

Disposition: Permanent. Retire Master set to RSC after 2 years; destroy all other copies when no longer needed for distribution.

DispAuthNo: 352-S-173, item 1

Date Edited:

4/1/1999

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Diplomatic Mail and Pouch**A-06-008-01a(1)****Diplomatic Mail and Pouch Operations Files****Description:**

Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air an surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject Files.

(1) Interagency Agreements.

Disposition:

Cut off at end of each calendar year. Destroy 2 years after agreement has been terminated.

DispAuthNo:

N1-59-95-4, item 69a(1)

Date Edited:

4/1/1999

A-06-008-01a(2)**Diplomatic Mail and Pouch Operations Files****Description:**

Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air an surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject Files.

(2) All other material.

Disposition:

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

DispAuthNo:

N1-59-95-4, item 69a(2)

Date Edited:

4/1/1999

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A-06-008-01b	Diplomatic Mail and Pouch Operations Files
Description:	Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air an surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects. b. Post Files.
Disposition:	Destroy when 3 years old or when no longer needed whichever is longer. (ref. II-NN-3607, item 4)
DispAuthNo:	N1-59-95-4, item 69b
Date Edited:	4/1/1999
A-06-008-02	Diplomatic Mail and Pouch Files - Classified and Unclassified
Description:	Correspondence, telegrams, reports, printouts, and other documentation on mail and pouches covering computer room operations, contract services, flight schedules, gas receipts, missing pouches, policies, pouches, prohibited items, receipts, schedules, statistics, tracing actions, transfers, and other related subjects.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-59-95-4, item 70
Date Edited:	4/1/1999
A-06-008-03	Courier Pouch Invoice - DS-23A
Description:	form a. Pink coy b. Yellow copy
Disposition:	Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-59-95-4, item 71a&b
Date Edited:	6/29/2007
A-06-008-04a	Diplomatic Pouch Mail Registration - OF-120
Description:	a. Electronic-Receipt System data.
Disposition:	Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo:	N1-59-95-4, item 72a
Date Edited:	4/1/1999

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A-06-008-04b **Diplomatic Pouch Mail Registration - OF-120**
Description: b. Paper.
Disposition: Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo: N1-59-95-4, item 72b **Date Edited:** 4/1/1999

A-06-008-05a **Pouch Invoice - OF-244**
Description: a. Electronic-Receipt System data.
Disposition: Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo: N1-59-95-4, item 73a **Date Edited:** 4/1/1999

A-06-008-05b **Pouch Invoice - OF-244**
Description: b. Paper.
Disposition: Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo: N1-59-95-4, item 73b(1) **Date Edited:** 4/1/1999

A-06-008-06a **Diplomatic Pouch Certification and Receipt - OF-253**
Description: a. Electronic-Receipt System data.
Disposition: Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo: N1-59-95-4, item 74a **Date Edited:** 4/1/1999

A-06-008-06b **Diplomatic Pouch Certification and Receipt - OF-253**
Description: b. Paper.
Disposition: Destroy when 3 years old. (ref. II-NN-1794, item 1)
DispAuthNo: N1-59-95-4, item 74b(1) **Date Edited:** 4/1/1999

A-06-008-07 **Receipt for Registered Mail - DS-454**
Description:
Disposition: Destroy when 2 years old. (ref. II-NN-1794, item 1)
DispAuthNo: N1-59-95-4, item 75a **Date Edited:** 4/1/1999

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A-06-008-08	Registered Mail Invoice		
Description:	Registered mail receipts (Forms DS-454 and DS-697) and registered mail invoices (Form DS-712) covering classified material received from outside sources.		
Disposition:	Destroy when 2 years old. (ref. 352S326, item 6)		
DispAuthNo:	II-NNA-2409, item 5	Date Edited:	4/1/1999
A-06-008-09	Receipt Manifest - DS-794		
Description:			
Disposition:	Destroy when 1 year old.		
DispAuthNo:	GRS 12, item 6a	Date Edited:	4/1/1999
A-06-008-10	Air Cargo Transportation Request - DS-1035		
Description:			
Disposition:	Destroy 6 years after period of account.		
DispAuthNo:	GRS 9, item 1a	Date Edited:	4/1/1999
A-06-008-11	Manifold Registry Dispatch Book - PS-3854		
Description:			
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)		
DispAuthNo:	N1-59-95-4, item 77	Date Edited:	4/1/1999
A-06-008-12	Firm Mailing Book - PS-3877		
Description:			
Disposition:	Destroy when 3 years old. (ref. II-NN-1794, item 1)		
DispAuthNo:	N1-59-95-4, item 78	Date Edited:	4/1/1999
A-06-008-13	U.S. Customs Service Letter and Receipt		
Description:			
Disposition:	Destroy when 3 years old.		
DispAuthNo:	N1-59-95-4, item 79	Date Edited:	4/1/1999

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Overseas Schools Program

A-06-009-01 Reserved for future use

Description:

Disposition:

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

A-06-009-02 Overseas Schools Advisory Council Records

Description: Consists of correspondence, reports and related records pertaining to the organization, operation and personnel of the council and records of its meetings.

Disposition: Permanent. Retire to RSC after 5 years.

DispAuthNo: NN-171-130, item 1 **Date Edited:** 4/1/1999

A-06-009-03a Overseas Schools Country Files

Description: a. General files consisting of correspondence, post reports, publications about schools and general background reference material relating to each geographic area.

Disposition: TEMPORARY: Destroy correspondence when 3 years old; destroy reference material when it is of no further reference value. (NN-171-130, item 2a)

DispAuthNo: N1-59-01-16, item 1a **Date Edited:** 10/5/2001

A-06-009-03b Overseas Schools Country Files

Description: b. Grant Files, consisting of a copy of the Grant Agreement, Financial Reports (JF-43), copies of vouchers for payment and related correspondence.

Disposition: TEMPORARY: Destroy 3 years after termination of the grant.

DispAuthNo: NN-171-130, item 2b **Date Edited:** 5/9/2001

A-06-009-03c Overseas Schools Country Files

Description: b. Electronic Mail and Word Processing System Records. 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.

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

DispAuthNo: N1-59-01-16, item 1b **Date Edited:** 10/5/2001

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A-06-009-04 **Overseas Schools Questionnaire (FS-573, 573a and 574) Files**

Description: Consists of questionnaires and related correspondence, memorandums, statistical data, program statements, etc.

Disposition: TEMPORARY: Destroy when 3 years old.

DispAuthNo: NN-171-130, item 3

Date Edited:

4/1/1999

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A-06-011-10 Executed Contracts - Procurement

Description: Transaction case files on contracts, including such forms as initiating requisitions, invitations to bid, specifications, bids, bid abstracts, contract provisions, certificates of award, advice of miscellaneous obligations and related correspondence.

Disposition: Place in inactive file on final payment. Transfer to WNRC after 2 years. Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1) **Date Edited:** 7/12/2007

A-06-011-11 Unsuccessful and No Award Files - Procurement

Description: Folders on contracts canceled before being awarded or a bid accepted, along with related correspondence.

Disposition: Destroy 3 fiscal years after cancellation.

DispAuthNo: II-NN-3250, item 32 **Date Edited:** 4/1/1999

A-06-011-12 Departmental Purchase Orders - Procurement

Description: Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (DS-1089), specifications, bid abstracts, vouchers for petty purchases, receipts, copies of requisitions initiated by the Department to GSA, and requests to the Federal Prison Industries for clearance to purchase from other sources.

Disposition: Destroy 3 years after fiscal year in which prepared.

DispAuthNo: II-NN-3250, item 26 **Date Edited:** 4/1/1999

A-06-011-13 Foreign Service Purchase Order File - Procurement

Description: Documents such as requisitions (OF-263 replaces DS-1659), purchase orders (OF-206 replaces FS-455), specifications, bid abstracts, advice of miscellaneous obligations, registers of inter office transfers, packing lists, shipping instructions, receipts, invoices, and copies of requisitions and purchase orders to GSA.

Disposition: Destroy 3 years after fiscal year in which prepared.

DispAuthNo: II-NN-3250, item 27 **Date Edited:** 4/1/1999

A-06-011-14 Narcotic Certificates - Procurement

Description: Requests to Internal Revenue Service for Certification of Exempt Officials-Narcotics; and U.S. official order form - opium, coca leaves, opiates, etc., for the official purchase of drugs for use in the medical and health programs of the Department and the Foreign Service.

Disposition: Destroy 3 years after date of issue.

DispAuthNo: II-NN-3250, item 28 **Date Edited:** 4/1/1999

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A-06-011-15	Vendors File - Procurement		
Description:	Includes copy of purchase orders.		
Disposition:	Destroy after 3 fiscal years.		
DispAuthNo:	II-NN-3250, item 30	Date Edited:	4/1/1999
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A-06-011-16	Requisition Control Card - Procurement		
Description:	Control records for (a) Foreign Service requisitions of equipment, supplies, furniture and furnishings; and (b) Departmental requisitions for supplies, equipment and services.		
Disposition:	Destroy 2 years after completion or cancellation of requisition.		
DispAuthNo:	GRS 3, item 9b	Date Edited:	4/1/1999
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A-06-011-17	Off-Schedule Log - Procurement		
Description:	Record of routine and emergency off schedule requisitions for supplies and equipment submitted by posts after the regular submission date.		
Disposition:	Destroy when no longer needed for operating purposes.		
DispAuthNo:	II-NN-3250, item 25	Date Edited:	4/1/1999
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A-06-011-18	Procurement Correspondence File - Procurement		
Description:	Correspondence and reports relating to internal operation and administration of the procurement program.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	II-NN-3250, item 33	Date Edited:	4/1/1999
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A-06-011-20	Automotive Fleet Control - Administrative Subject Files		
Description:	Letters, memoranda, airgrams, reports, copies of forms, printed materials, circulars, worksheets and other papers on audits, delegations of authority, records disposal, requisitions, office procedures and other administrative matters.		
Disposition:	Destroy when 4 years old, or when superseded, obsolete or no longer needed for current operations.		
DispAuthNo:	NN-164-51, item 1	Date Edited:	4/1/1999
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A-06-011-21	Automotive Fleet Control - Country File		
Description:	General correspondence with posts regarding instructions on vehicles and their values, automotive operations and maintenance costs, the assignment of vehicles to use, the transmittal of inventories, the replacement cycle, and other subjects pertaining to the automobiles at each post.		
Disposition:	Destroy when no longer needed in current operations.		
DispAuthNo:	NN-164-51, item 2	Date Edited:	4/1/1999

A-06-011-22	Automotive Fleet Control - Historical or Precedent File		
Description:	Circulars, instructions, newspaper clippings, laws and regulations, reports, sample forms, post communications and memoranda, and other papers that document the inception, policies, scope, principal development, plans, and projects of the automotive program for the Foreign Service.		
Disposition:	Retain Permanently		
DispAuthNo:	NN-164-51, item 3	Date Edited:	4/1/1999

A-06-011-23	Automotive Fleet Control - Vehicle Case File		
Description:	Consists of airgrams, memoranda, purchase orders, advice of obligations, statement regarding Federal excise tax exemption, communications with the U.S. Dispatch Agency regarding shipping and shipping costs, certificates of award, sales authorization, property transfer record, and other papers pertaining to the purchase, sale or disposition of individual vehicles.		
Disposition:	Transfer to RSC three (3) years after sale or disposition of vehicle. Destroy 7 years after sale or disposal of vehicle. (ref. 352-S173, item 18)		
DispAuthNo:	NN-164-51, item 5	Date Edited:	4/1/1999

A-06-011-24	Automotive Fleet Control - Vehicle Inventory Report		
Description:	Copies of world-wide automotive vehicle inventory reports. Other copies of this inventory are included in the budget records.		
Disposition:	Destroy when 2 years old. (ref. 352-S173, item 16)		
DispAuthNo:	NN-164-51, item 7	Date Edited:	4/1/1999

A-06-011-25	Automotive Fleet Control - General Services Administration Invitations to Bid		
Description:	Copies of GSA Federal Supply Service invitations to bid on vehicles and related correspondence.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NN-164-51, item 8	Date Edited:	4/1/1999

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A-06-011-26	Automotive Fleet Control - Automotive Program Budget Records
Description:	Copies of budget calls, estimates, exhibits, working papers and circulars. a. All records except working papers.
Disposition:	Destroy all other records 3 years after close of fiscal year covered by the budget. (ref. 352-S172, item 7)
DispAuthNo:	NN-164-51, item 9a
Date Edited:	6/29/2007
A-06-011-26a	Automotive Fleet Control - Automotive Program Budget Records
Description:	Copies of budget calls, estimates, exhibits, working papers and circulars. b. Working papers
Disposition:	Destroy when one (1) year old. (ref. 352-S172, item 7)
DispAuthNo:	NN-164-51, item 9b
Date Edited:	6/29/2007
A-06-011-27	Automotive Fleet Control - Administrative Support Records
Description:	Includes copies of communications from posts regarding administrative support agreement estimates, copies of vehicle inventories, and schedules pertaining to vehicles furnished to or shared with other Government agencies abroad.
Disposition:	Destroy 3 years after close of fiscal year covered by the related budget.
DispAuthNo:	NN-164-51, item 10
Date Edited:	4/1/1999
A-06-011-28	Automotive Fleet Control - Inspection Reports
Description:	Excerpts from Foreign Service Inspection Reports, statements to facilitate inspection, and compliance reports.
Disposition:	Destroy when superseded by a later report. (ref. II-NN-3250, item 11)
DispAuthNo:	NN-164-51, item 12
Date Edited:	4/1/1999
A-06-011-29	Automotive Fleet Control - Standardization Plan Operating Records
Description:	Copies of reports on findings and determinations, instructions to Foreign Service posts, and related communications and reports pertaining to the operation of the plan for standardizing certain types of vehicles for post use.
Disposition:	Destroy upon revision of standardization plan or when no longer needed in current operations.
DispAuthNo:	NN-164-51, item 15
Date Edited:	4/1/1999

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A-06-011-30	Automotive Fleet Control - Obligation Control Records
Description:	Vehicle purchase orders and related advice of obligation.
Disposition:	Destroy when 3 years old. (ref. 352-S173, item 27)
DispAuthNo:	NN-164-51, item 16
Date Edited:	4/1/1999
A-06-011-31	Automotive Fleet Control - Proceeds of Sale Records (Trucks)
Description:	Memoranda from Fiscal Services Division attaching copies of sales agreements, notice of funds deposited in the Deposit Fund Account, with related memoranda, and requesting advice on the proper disposition of the funds received.
Disposition:	Destroy 4 years after vehicle leaves agency custody.
DispAuthNo:	GRS 10, item 6
Date Edited:	4/1/1999
A-06-011-32	Automotive Fleet Control - Proceeds of Sale Records (Passenger Vehicles)
Description:	Memoranda, reports, forms and other papers such as change notices, presenting identifying data on vehicles sold abroad and the proceeds of sale.
Disposition:	Destroy 4 years after vehicle leaves agency custody.
DispAuthNo:	GRS 10, item 6
Date Edited:	4/1/1999
A-06-011-33	Automotive Fleet Control - Records of Special Use of Overseas Vehicles
Description:	
Disposition:	Destroy 2 years after cancellation or voiding of authorization, or closing of post.
DispAuthNo:	II-NN-3250, item 67
Date Edited:	4/1/1999
A-06-011-40	Expendable Stock Control - Expendable Stock Control Record Card
Description:	OF-131, formerly JF-26
Disposition:	Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.
DispAuthNo:	N1-59-96-16, item 2
Date Edited:	4/1/1999
A-06-011-41	Expendable Stock Control - Requisition File
Description:	Requisitions for supplies, equipment or services. a. Expendable Stock.
Disposition:	Destroy 1 year after issue of item.
DispAuthNo:	N1-59-96-16, item 3a
Date Edited:	6/29/2007

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A-06-011-42	Expendable Stock Control - Stock Replenishment File
Description:	Consists of requisitioning documents and purchase orders for certain contract items.
Disposition:	Destroy 1 fiscal year after receipt of items.
DispAuthNo:	II-NN-3250, item 36
Date Edited:	4/1/1999

A-06-011-43	Expendable Stock Control - Supply Contracts
Description:	Work copies of supply contracts and GSA Contract Schedules.
Disposition:	Destroy upon termination of contract.
DispAuthNo:	II-NN-3250, item 37
Date Edited:	4/1/1999

A-06-011-44	Expendable Stock Control - Printing Samples and Requisitions on the Public Printer
Description:	Includes samples of all forms stocked and issued, with copies of requisitions to the Public Printer, printing specifications, printing negatives, procurement orders, invoices, transfer of funds vouchers, and circulars or other information pertinent to their required use.
Disposition:	Destroy 3 years after completion or cancellation of requisition.
DispAuthNo:	GRS 3, item 6a
Date Edited:	4/1/1999

A-06-011-45	Expendable Stock Control - Supply Stock Files
Description:	Reports and correspondence relating to overseas reproduction of forms; Department of State Procurement Regulations and Procedures, Department of State Supply Catalog changes and general supply stock control matters.
Disposition:	Destroy when 2 years old.
DispAuthNo:	II-NN-3250, item 46
Date Edited:	4/1/1999

A-06-011-46	Expendable Stock Control - Register of Watchclock Repairs
Description:	Register of watchclocks returned from posts for repair, maintained to show date of receipt, post, make of clock, serial number and make of the replacement clock and date forwarded to post.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item 47
Date Edited:	4/1/1999

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A-06-011-47	Expendable Stock Control - Watchclock Repair Correspondence
Description:	Correspondence to and from the clock company to which damaged watchclocks are sent for repair, including copies of purchase orders issued to cover cost of repair.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item 48
Date Edited:	4/1/1999

A-06-011-48	Non-Expendable Property Control - Purchase Orders for Property Control
Description:	Consists of work copies of purchase orders, receiving and inspection reports for partial deliveries, and tally-in sheets for warehouse receipts of new or replacement stock and non-stock items.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item 49
Date Edited:	4/1/1999

A-06-011-49	Non-Expendable Property Control - Departmental Inventory Control Records
Description:	Perpetual inventory quality control records of both mechanical devices and office furniture.
Disposition:	Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to a new card.
DispAuthNo:	II-NN-3250, item 50
Date Edited:	4/1/1999

A-06-011-50	Non-Expendable Property Control - Departmental Non-Expendable Property Record
Description:	Consists of an inventory record card for each safe and office machine, such as DS-1299 and related record of loss or damage where appropriate.
Disposition:	Destroy 2 years after discontinuance of item.
DispAuthNo:	GRS 3, item 9b
Date Edited:	4/1/1999

A-06-011-51	Non-Expendable Property Control - Non-Expendable Property Inventory Files
Description:	Inventory Reconciliation File. a. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Inventory Reconciliation Report (OF-127, OF-132).
Disposition:	Destroy 3 complete fiscal years after completion of inventory.
DispAuthNo:	N1-59-96-16, item 1a
Date Edited:	6/29/2007

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A-06-011-52	Non-Expendable Property Control - Requisitions for Stock Equipment
Description:	Requests for new or additional office machines or equipment, such as Requisitions for Supplies, Equipment or Services, signed by receiving office after delivery has been made.
Disposition:	Destroy 2 years after completion of order.
DispAuthNo:	II-NN-3250, item 55
Date Edited:	4/1/1999

A-06-011-53	Non-Expendable Property Control - Report of Excess Equipment Returned to Stock
Description:	Requisitions requesting pick-up and return to stock of excess equipment and related control records.
Disposition:	Destroy when 2 years old.
DispAuthNo:	II-NN-3250, item 56
Date Edited:	4/1/1999

A-06-011-54	Non-Expendable Property Control - Repairs File
Description:	Daily telephone lists and requisitions for repair services and service receipts.
Disposition:	Destroy 2 months after completion of repair.
DispAuthNo:	II-NN-3250, item 59
Date Edited:	4/1/1999

A-06-011-55	Non-Expendable Property Control - Replacement Program File
Description:	Work papers and plans concerning the non-expendable property replacement program.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3250, item 60
Date Edited:	4/1/1999

A-06-011-56	Non-Expendable Property Control - Reports of Excess Personal Property
Description:	Reports to GSA on utilization and disposal of excess and surplus personal property.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3250, item 61
Date Edited:	4/1/1999

A-06-011-57	Non-Expendable Property Control - Surplus Property Case File
Description:	Case files on sales of surplus property consisting of invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.
Disposition:	Destroy 3 years after final settlement. (ref. 352-S173, item 33)
DispAuthNo:	II-NN-3250, item 62
Date Edited:	4/1/1999

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A-06-011-58	Non-Expendable Property Control - Property Survey Records
Description:	Consists of copies of DS-310, Property Survey Report (Domestic) and related documents. Report provides accountability for all office equipment and furniture. a. Supply Branch Copy.
Disposition:	Destroy 3 complete fiscal years after disposal of equipment. (ref. II-NN-3250, item 58a)
DispAuthNo:	N1-59-96-16, item 4a
Date Edited:	6/29/2007
A-06-011-59	Non-Expendable Property Control - Receiving File
Description:	Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.
Disposition:	Destroy 3 complete fiscal years after the final delivery has been made.
DispAuthNo:	N1-59-96-16, item 5
Date Edited:	4/1/1999
A-06-011-65	Warehouse Operations - Packing and Shipping
Description:	Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas. Post Shipping File - Case files consisting of working copies of purchase orders, requisitions for supplies, equipment or medicines, packing orders, packing lists, notifications of shipment, duplicate invoices, manifests, dock receipts and related correspondence.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	II-NN-3250, item G 69
Date Edited:	7/13/2007
A-06-011-66	Warehouse Operations - Packing and Shipping
Description:	Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas. Commercial Packing File - Control file used to coordinate and expedite shipments of articles packed by commercial packers.
Disposition:	Destroy when 1 year old.
DispAuthNo:	II-NN-3250, item G 72
Date Edited:	7/13/2007

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A-06-011-67 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Shipment Reports - Daily log of shipments indicating production, monetary value, date of shipment, type of shipment, and time of pick up.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 73 **Date Edited:** 7/13/2007

A-06-011-70 Warehouse Operations - General Warehouse Records

Description: Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Mechanical Equipment Records - Operating records and charts for scheduling mechanized warehouse equipment for servicing, inspection, overhaul or repair, including performance, usage and cost records.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 74 **Date Edited:** 7/13/2007

A-06-011-71 Warehouse Operations - General Warehouse Records

Description: Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Truck Delivery Schedules

Disposition: Destroy when 1 month old.

DispAuthNo: II-NN-3250, item G 75 **Date Edited:** 7/13/2007

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A-06-011-72 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Warehouse Inventory Records - Non-expendable inventory records of furniture and equipment returned to stock and including survey data as to items suitable for re-issue, requiring repairs or refinishing, or recommended for excess declaration.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 76 **Date Edited:** 7/13/2007

A-06-011-73 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Production Reports - Copies of monthly production reports showing such information as number of line items issued from stock, etc.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NN-3250, item G 77 **Date Edited:** 7/13/2007

A-06-011-74 Warehouse Operations - Packing and Shipping

Description: Records pertaining to the Department's warehouse operated for the receipt, storage and issue of all furniture and supplies for domestic offices; the storage issue, export packing/shipping of special items and forms utilized by the Foreign Service posts; and the packing/shipping of intransit shipments overseas.

Warehouse Management Records - Records such as warehouse layout plans for location of components, bin and bulk storage layouts; manpower utilization statistics and reports; and general administrative files.

Disposition: Destroy when 3 years old.

DispAuthNo: II-NN-3250, item G 78 **Date Edited:** 7/13/2007

A-06-011-80 Transportation - Travel Orders and Authorizations

Description: Includes requests, authorizations, orders, obligating documents, and other records related to official travel.

Disposition: Destroy when 6 years old.

DispAuthNo: GRS 9, item 3a **Date Edited:** 4/1/1999

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A-06-011-86a	Transportation - Transportation Subject Files
Description:	Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service. a. Historical or precedent files.
Disposition:	Permanent. Retire to RSC when 5 years old or when no longer needed for reference use, whichever occurs first. Offer to the National Archives when 30 years old.
DispAuthNo:	NC1-59-77-23, item 3a
Date Edited:	4/1/1999
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A-06-011-86b	Transportation - Transportation Subject Files
Description:	Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service. b. All other subject files.
Disposition:	Destroy when 3 years old.
DispAuthNo:	NC1-59-77-23, item 3b
Date Edited:	4/1/1999
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A-06-011-86c	Transportation - Transportation Subject Files
Description:	Correspondence, memorandums, and other papers that document the inception, development, scope, and policies of the transportation program for the Foreign Service. c. Chron files.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NC1-59-77-23, item 3c
Date Edited:	4/1/1999
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A-06-011-87	Transportation - Transportation Staff Studies
Description:	Consists of studies on ocean freight rates, per diem, charter aircraft.
Disposition:	Destroy when obsolete or 2 years old, whichever is sooner.
DispAuthNo:	NC1-59-77-23, item 4
Date Edited:	4/1/1999
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Allowances

A-06-012-01 Allowance and Differential Policy File

Description: Consists of correspondence, reports and staff studies of the organization, administration, policies, and procedures of the Allowances and Differential Program. These records document policies and general procedures concerning the government-wide allowances system administered by the Allowance Division.

Disposition: Permanent. Retire to RSC after 10 years.

DispAuthNo: II-NN-3244, item 1 **Date Edited:** 4/1/1999

A-06-012-02a Reference and Administration Files

Description: Consists of correspondence, reports, working papers, reference publications, etc.
a. Correspondence with private organizations and individuals.

Disposition: Destroy when 5 years old. (ref. II-NN-3326, item 1)

DispAuthNo: NN-171-129, item 1a **Date Edited:** 4/1/1999

A-06-012-02b Reference and Administration Files

Description: Consists of correspondence, reports, working papers, reference publications, etc.
b. Subject Files.

Disposition: Destroy when 15 years old. (ref. II-NN-3326, item 1)

DispAuthNo: NN-171-129, item 1b **Date Edited:** 4/1/1999

A-06-012-03a Quarters and Cost of Living Post Files

Description: a. Correspondence concerning rent and price controls, transmitting and explaining Retail Price Schedules, requests for quarters allowance, cost of living statistics developed by foreign governments, and communications on economic conditions.

Disposition: Destroy when 10 years old. (ref. II-NN-3244, items 3a, c, d, & e)

DispAuthNo: NN-171-129, item 2a **Date Edited:** 4/1/1999

A-06-012-03b Quarters and Cost of Living Post Files

Description: b. Allowance recommendations and supporting documents including DSP-23, Retail Price Schedule.

Disposition: Destroy when 10 years old. (ref. II-NN-3244, items 3a, c, d, & e)

DispAuthNo: NN-171-129, item 2b **Date Edited:** 4/1/1999

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A-06-012-03c	Quarters and Cost of Living Post Files		
Description:	c. Reports of Inspectors.		
Disposition:	Destroy when replaced by two subsequent reports. (ref. II-NN-3244, items 3a, c, d, & e)		
DispAuthNo:	NN-171-129, item 2c	Date Edited:	4/1/1999

A-06-012-04	Washington, D.C. Retail Price Schedule		
Description:			
Disposition:	Destroy when 5 years old except for February schedules. Destroy February schedules when 10 years old. (ref. II-NN-3244, item 4)		
DispAuthNo:	NN-171-129, item 3 a & b	Date Edited:	6/29/2007

A-06-012-05	Survey of Territories		
Description:	Correspondence, retail price schedules, index and price ratios, worksheets, and cost of living questionnaires.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	II-NN-3244, item 5	Date Edited:	4/1/1999

A-06-012-06	Allowance Record		
Description:	This record is a visible card index containing information as to effective date, date order issued, order number, class, etc. As a summary of allowance activities of the division this record is of long-term administrative value.		
Disposition:	Retain.		
DispAuthNo:	II-NN-3244, Item 6	Date Edited:	4/1/1999

A-06-012-07	Quarters Costs Records		
Description:	SF-1190, Foreign Allowance Application Grant and Report, and related worksheets.		
Disposition:	Destroy upon receipt of new annual form. (ref. II-NN-3244, item 7)		
DispAuthNo:	NN-171-129, item 4	Date Edited:	4/1/1999

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A-06-012-08a	Standardized Regulations File
Description:	Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes. a. Record copy of each printed change.
Disposition:	Permanent. Transfer to National Archives in 5-year blocks when 10 years old. (ref. IINN-3244, item 8)
DispAuthNo:	NC1-59-80-2, item 1a
Date Edited:	4/1/1999

A-06-012-08b	Standardized Regulations File
Description:	Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes. b. Background material.
Disposition:	Destroy when 25 years old. (ref. IINN-3244, item 8)
DispAuthNo:	NC1-59-80-2, item 1b
Date Edited:	4/1/1999

A-06-012-09	Education Allowance Recommendations
Description:	Consists of copies of allowance recommendations, initial and subsequent annual questionnaires, evaluation worksheets, reports and correspondence with foreign posts, information copies of outgoing instructions on classification and reclassification of education allowance rates, record copies of memorandums interpreting regulations on educational allowance.
Disposition:	Retire to RSC after 7 years. Destroy when 12 years old. (ref. II-NN-3244, item 11)
DispAuthNo:	NN-171-129, item 5
Date Edited:	4/1/1999

A-06-012-10	Application for Grant of Educational Allowance
Description:	
Disposition:	Destroy when 3 years old. (ref. II-NN-3244, item 12)
DispAuthNo:	NN-171-129, item 6
Date Edited:	4/1/1999

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A-06-012-11 Differential Post File

Description: Consists of Differential Questionnaire, correspondence concerning rates, copies of current and rescinded Post Reports.

Disposition: Retire to RSC after 7 years. Destroy when 12 years old. (ref. II-NN-3244, item 14)

DispAuthNo: NN-171-129, item 7

Date Edited: 4/1/1999

A-06-012-12 Unhealthful Post File

Description: Consists of rate determinations memos, drafts of amendments to Unhealthful Post List; and copies of printed amendments.

a. file dated prior to 1950

Disposition: Retain (ref. II-NN-3244, item 15)

DispAuthNo: NN-171-129, item 8a

Date Edited: 6/29/2007

A-06-012-12a Unhealthful Post File

Description: Consists of rate determinations memos, drafts of amendments to Unhealthful Post List; and copies of printed amendments.

b. All other files

Disposition: Destroy when 12 years old.

DispAuthNo: NN-171-129, item 8b

Date Edited: 6/29/2007

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Authentications

A-06-014-01 Authentication Requests

Description: Consist of letters from private individuals, organizations, and foreign governments requesting authentication of documents.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-87-2, item 1 **Date Edited:** 4/1/1999

A-06-014-02 Undeliverable Cases

Description: Authenticated documents, request for fees, checks, money orders and letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, original and copies of transcripts and diplomas. Material has been returned as undeliverable, no follow up by requestor.

Disposition: Destroy 1 year from day document was returned as undeliverable.

DispAuthNo: N1-59-87-2, item 2 **Date Edited:** 4/1/1999

A-06-014-03 Copies of SF-219, Certificate of Deposit

Description: Office copies of original sent to FMP for processing.

Disposition: Destroy when 3 years old. (ref. NN-170, item 185)

DispAuthNo: N1-59-87-2, item 3 **Date Edited:** 4/1/1999

A-06-014-04 Precedent Cases

Description: Background material, concerning the Amendatory Act approved September 15, 1789 designating the Secretary of State, to authenticate using the seal of office. Also includes policies, procedures and precedent uses of the seal.

Disposition: Retire to RSC when 5 years old. Retain for 25 years.

DispAuthNo: N1-59-87-2, item 4 **Date Edited:** 4/1/1999

A-06-014-05 Boycott Requests

Description: Requests which violate the Export Administrative Act of 1979.

Disposition: Destroy when 7 years old.

DispAuthNo: N1-59-87-2, item 5 **Date Edited:** 4/1/1999

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A-06-014-06 **Monthly Reports**

Description: Record of total number of documents authenticated each month, customers who have received over the counter and mail service each month and fees. Also indicates total number of documents received by mail.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-87-2, item 6 **Date Edited:** 4/1/1999

A-06-014-07 **Apostilles**

Description: Consists of a certificate issued by the Authentication Office for documents that are destined for use in 33 countries as specified in the Treaty Abolishing requirements of Legislation for Foreign Public Documents which became effective October 15, 1981. Article 7 of the treaty indicates that a register or card index must be kept. In addition a copy of the actual Apostille is maintained.

Disposition: Cut off at the end of 5 years and retire to the Records Service Center. Transfer to WNRC when 7 years old. Destroy when 20 years old.

DispAuthNo: N1-59-91-23, item 1 **Date Edited:** 4/1/1999

A-06-014-08 **Record of Fees**

Description: Documents that indicate the name of the person or company requesting authentication services, number of documents, check number, amount of money deposited and whether a check or money order was used (Form DS-1759).

Disposition: Destroy after GAO audit or when 5 years old, whichever is sooner.

DispAuthNo: N1-59-91-23, item 2 **Date Edited:** 4/1/1999

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A-06-015-02a(2)(a)**Request Files - FOIA****Description:**

Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Disposition:

Destroy 2 years after date of reply.

DispAuthNo:

GRS 14, item 11a(2)(a)

Date Edited:

4/1/1999

A-06-015-02a(2)(b)**Request Files - FOIA****Description:**

Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(b) Request appealed.

Disposition:

Destroy as authorized under item 061503.

DispAuthNo:

GRS 14, item 11a(2)(b)

Date Edited:

4/1/1999

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A-06-015-02a(3)(a)	Request Files - FOIA
Description:	Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein). (3) Denying access to all or part of the records requested. (a) Request not appealed.
Disposition:	Destroy 6 years after date of reply.
DispAuthNo:	GRS 14, item 11a(3)(a)
Date Edited:	4/1/1999

A-06-015-02a(3)(b)	Request Files - FOIA
Description:	Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein). (3) Denying access to all or part of the records appealed. (b) Request appealed.
Disposition:	Destroy as authorized under item 061503.
DispAuthNo:	GRS 14, item 11a(3)(b)
Date Edited:	4/1/1999

A-06-015-02b	Request Files - FOIA
Description:	Files created in response to requests for information under the Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof. b. Official file copy of requested records.
Disposition:	Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.
DispAuthNo:	GRS 14, item 11b
Date Edited:	4/1/1999

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A-06-015-03a	FOIA Appeals Files		
Description:	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. a. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein).		
Disposition:	Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.		
DispAuthNo:	GRS 14, item 12a	Date Edited:	4/1/1999
A-06-015-03b	FOIA Appeals Files		
Description:	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. b. Official file copy of records under appeal.		
Disposition:	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.		
DispAuthNo:	GRS 14, item 12b	Date Edited:	4/1/1999
A-06-015-04a	FOIA Control Files		
Description:	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. a. Registers or listing.		
Disposition:	Destroy 6 years after date of last entry.		
DispAuthNo:	GRS 14, item 13a	Date Edited:	4/1/1999

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A-06-015-04b	FOIA Control Files
Description:	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. b. Other files.
Disposition:	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.
DispAuthNo:	GRS 14, item 13b
Date Edited:	4/1/1999

A-06-015-05	FOIA Reports Files
Description:	Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, excluding annual reports to the Congress at the departmental or agency level.
Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.
DispAuthNo:	GRS 14, item 14
Date Edited:	4/1/1999

A-06-015-06	FOIA Administrative Files
Description:	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.
Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.
DispAuthNo:	GRS 14, item 15
Date Edited:	4/1/1999

A-06-015-07a(1)	Privacy Act Request Files
Description:	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein). (1) Granting access to all the requested records.
Disposition:	Destroy 2 years after date of reply.
DispAuthNo:	GRS 14, item 21a(1)
Date Edited:	4/1/1999

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A-06-015-07a(2)(a) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests not appealed.

Disposition: Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 21a(2)(a)

Date Edited:

4/1/1999

A-06-015-07a(3)(a) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(a) Requests not appealed.

Disposition: Destroy 5 years after date of reply.

DispAuthNo: GRS 14, item 21a(3)(a)

Date Edited:

4/1/1999

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A-06-015-07a(3)(b) Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(3) Denying access to all or part of the records requested.

(b) Requests appealed.

Disposition: Destroy as authorized under item 061508.

DispAuthNo: GRS 14, item 21a(3)(b)

Date Edited:

4/1/1999

A-06-015-07b Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

b. Official file copy of requested records.

Disposition: Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.

DispAuthNo: GRS 14, item 21b

Date Edited:

9/10/2004

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A-06-015-08a Privacy Act Amendment Case Files

Description: Files relating to and individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Include individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

DispAuthNo: GRS 14, item 22a **Date Edited:** 4/1/1999

A-06-015-08b Privacy Act Amendment Case Files

Description: Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.

DispAuthNo: GRS 14, item 22b **Date Edited:** 4/1/1999

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A-06-015-08c Privacy Act Amendment Case Files

Description: Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Disposition: Dispose of in accordance with the approved disposition instructions for related subject individual's records or 3 years after final adjudication by courts, whichever is later.

DispAuthNo: GRS 14, item 22c **Date Edited:** 4/1/1999

A-06-015-09 Privacy Act Accounting of Disclosure Files

Description: Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.

DispAuthNo: GRS 14, item 23 **Date Edited:** 4/1/1999

A-06-015-10a Privacy Act Control Files

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

a. Registers or listings.

Disposition: Destroy 5 years after date of last entry.

DispAuthNo: GRS 14, item 24a **Date Edited:** 4/1/1999

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A-06-015-10b	Privacy Act Control Files		
Description:	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester. b. Other files.		
Disposition:	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.		
DispAuthNo:	GRS 14, item 24b	Date Edited:	4/1/1999
<hr/>			
A-06-015-11	Privacy Act Reports Files		
Description:	Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 14, item 25	Date Edited:	4/1/1999
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A-06-015-12	Privacy Act General Administrative Files		
Description:	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.		
Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.		
DispAuthNo:	GRS 14, item 26	Date Edited:	4/1/1999
<hr/>			
A-06-015-13a(1)	Mandatory Review for Declassification Requests Files		
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable). (1) Granting access to all the requested records.		
Disposition:	Destroy 2 years after date of reply.		
DispAuthNo:	GRS 14, item 31(a)(1)	Date Edited:	4/1/1999

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A-06-015-13a(2)(a)**Mandatory Review for Declassification Requests Files****Description:**

Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Disposition:

Destroy 2 years after date of reply.

DispAuthNo:

GRS 14, item 31a(2)(a)

Date Edited:

4/1/1999

A-06-015-13a(2)(b)**Mandatory Review for Declassification Requests Files****Description:**

Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of the requested records or a copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(b) Request appealed.

Disposition:

Destroy as authorized under item 061514.

DispAuthNo:

GRS 14, item 31a(2)(b)

Date Edited:

4/1/1999

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A-06-015-13a(3)(a)	Mandatory Review for Declassification Requests Files
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.) (3) Denying access to all or part of the records requested. (a) Request not appealed.
Disposition:	Destroy 5 years after date of reply.
DispAuthNo:	GRS 14, item 31a(3)(a)
Date Edited:	4/1/1999
A-06-015-13a(3)(b)	Mandatory Review for Declassification Requests Files
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.) (3) Denying access to all or part of the records requested. (b) Request appealed.
Disposition:	Destroy as authorized under item 061514.
DispAuthNo:	GRS 14, item 31a(3)(b)
Date Edited:	4/1/1999
A-06-015-13b	Mandatory Review for Declassification Requests Files
Description:	Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12958 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. b. Official file copy of requested records.
Disposition:	Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later.
DispAuthNo:	GRS 14, item 31b
Date Edited:	4/1/1999

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A-06-015-15a	Mandatory Review for Declassification Control Files
Description:	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. a. Register or listing.
Disposition:	Destroy 5 years after date.
DispAuthNo:	GRS 14, item 33a
Date Edited:	4/1/1999
A-06-015-15b	Mandatory Review for Declassification Control Files
Description:	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. b. Other files.
Disposition:	Destroy 5 years after final action by the agency.
DispAuthNo:	GRS 14, item 33b
Date Edited:	4/1/1999
A-06-015-16	Mandatory Review for Declassification Reports Files
Description:	Reports relating to agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including annual reports submitted to the Information Security Oversight Office.
Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.
DispAuthNo:	GRS 14, item 34
Date Edited:	4/1/1999
A-06-015-17	Mandatory Review for Declassification Administrative Files
Description:	Records relating to the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda, correspondence, and related records.
Disposition:	Destroy when 2 years old or sooner if no longer needed for administrative use.
DispAuthNo:	GRS 14, item 35
Date Edited:	4/1/1999

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A-06-015-18a Erroneous Release Files

Description: Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.

a. Files that include the official file copy of the released records.

Disposition: Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.

DispAuthNo: GRS 14, item 36a **Date Edited:** 4/1/1999

A-06-015-18b Erroneous Release Files

Description: Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.

b. Files that do not include the official file copy of the released records.

Disposition: Destroy 6 years after the erroneous release.

DispAuthNo: GRS 14, item 36b **Date Edited:** 4/1/1999

A-06-015-19 Special Collections

Description: Unique case files containing copies of records and original materials collected in response to FOIA and Privacy Act request, investigations by Congress and special prosecutors, and major court cases. Records have been retrieved from a variety of file sources. Collections may also result from investigation of alleged or known abuse, fraud, irregularities, violations of law or regulations. Documentation on search strategies may also be included.

Disposition: Permanent. Retire to RSC upon determination of Director IM/IPS. Retire to WNRC 5 years later. Transfer to the National Archives when material in collection is 30 years old.

DispAuthNo: N1-59-92-10, item 1 **Date Edited:** 4/1/1999

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A-06-015-20 **Researchers - Security Clearance Files**

Description: Correspondence, memorandums, Certificate of Security Authorization for Access (DS-1897), Certificate of Security Clearance for Access (M-211), Request for Biographic Data (OF-184), Retirement of Records (DS-693), and other documentation on individual researchers security clearance needed to search the Department's classified Central Foreign Policy File covering access, authorizations, classified information, clearances, Diplomatic Security (DS), Executive Order 12958, security regulations, researchers (former Secretaries of State, or their designees, ambassadors, and employees; and historians (PA/HO), professors, and scholars), and other related subjects.

Disposition: Destroy 6 years after period of last research. (ref. NC-059-75-17, item 2)

DispAuthNo: N1-59-95-4, item 24

Date Edited: 4/1/1999

A-06-015-21 **Foreign Relations of the United States (FRUS) Record Files**

Description: Files created in reviewing compilations submitted for declassification and publication in the series Foreign Relations of the United States consisting of documents submitted for review, memorandums, memorandums recording declassification determinations, computer printout recording the review information created on each document, and correspondence concerning the final declassification determinations for each document, and copies of documents cleared for release in excised form. Each FRUS compilation is arranged by series, volume number, and title.

Compilations that have been reviewed and cleared for publication.

Disposition: Retire to RSC 6 months after publication. Destroy 4 years after publication.

DispAuthNo: N1-59-93-14, item 1

Date Edited: 4/1/1999

A-06-015-22 **Guidelines for Systematic Review of Records**

Description: These guidelines are used to systematically review classified national security information to determine if the information can be declassified.

The guidelines cover Department of State information found in blocks of files for which the Department has declassification authority.

The guidelines are arranged by geographic region or global issue heading. Files include a copy of the original guidelines and all subsequent modifications.

Disposition: Permanent. Retire record set to RSC when no longer needed for transfer to WNRC. Transfer to the National Archives 15 years after transfer of related block of records to the National Archives.

DispAuthNo: N1-59-96-3, item 1

Date Edited: 4/1/1999

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Central Foreign Policy File

A-06-016-01a **Systems File - State Archiving System - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

a. Program Management Files.

Disposition: Cut off at end of calendar year. Retire 1 year after documentation is no longer needed or when main system or subsystem is no longer used. Destroy when 5 years old.

DispAuthNo: N1-59-95-4, item 26a **Date Edited:** 4/1/1999

A-06-016-01b **Systems File - State Archiving System - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

b. Routine Services Files.

Disposition: Cut off at end of calendar year. Retire to RSC when 2 years old. Destroy when 4 years old.

DispAuthNo: N1-59-95-4, item 26b **Date Edited:** 4/1/1999

A-06-016-02a **AVOCON (AV) System**

Description: This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

a. Organization Master. This list contains the names of organizations, and their abbreviations or acronyms found in documents being indexed.

Disposition: Disposable. Destroy when active Department use ceases.

DispAuthNo: NC1-59-83-4, item 3 **Date Edited:** 4/1/1999

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A-06-016-02b **AVOCON (AV) System**

Description: This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

b. Personality Master. This list contains the names and titles of persons found in documents being indexed.

Disposition: Disposable. Destroy when active Department use ceases.

DispAuthNo: NC1-59-83-4, item 4

Date Edited:

4/1/1999

A-06-016-02c **AVOCON (AV) System**

Description: This Automated Vocabulary Control system buildings master lists of (SC) subject concepts (SO), organizations, and (SP) personal names found in documents. The lists are used to promote consistency when indexing documents into the FAIS and to enhance the documents subsequent retrieval.

c. Thesaurus Master. This list contains standard subject concepts (terms) used to identify the main theme of documents being indexed. It also includes cross references to broader terms, related terms, narrower terms, and synonyms (Key Word Out of Context (KWOC)).

Disposition: Disposable. Destroy when active Department use ceases.

DispAuthNo: NC1-59-83-4, item 5

Date Edited:

4/1/1999

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A-06-016-03a(1)(a)**Central Foreign Policy File****Description:**

This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Index to the Central Foreign Policy Files, 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(a) Originals.

Disposition:

Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks.

DispAuthNo:

NC1-59-80-17, item 2

Date Edited:

4/1/1999

A-06-016-03a(1)(b)**Central Foreign Policy File****Description:**

This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Indexes to the Central Foreign Policy File 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(b) Microfilm.

Disposition:

Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks.

DispAuthNo:

NC1-59-80-17, item 2

Date Edited:

4/1/1999

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A-06-016-03a(1)(c) Central Foreign Policy File

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

a. Pre-1973 Files.

(1) Card Indexes to the Central Foreign Policy File 1950-1973. Name, Source and Subject indexes to the Central Foreign Policy Files indicate classification number, date and source of document and subject matter.

(c) Paper Files.

Disposition: Permanent. Transfer to the National Archives when 30 years old in 3 to 5 year blocks or sooner if negotiated with NARA.

DispAuthNo: NC1-59-80-17, item 1

Date Edited:

4/1/1999

A-06-016-03b(1) Central Foreign Policy File

Description: This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(1) Microfilm - Positive and Negative Copies

Disposition: Permanent. Transfer to the National Archives when 30 years old.

DispAuthNo: NN-173-304, item 1a

Date Edited:

4/1/1999

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A-06-016-03b(2)(a)	Central Foreign Policy File
Description:	<p>This file constitutes the official Central Foreign Affairs File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).</p> <p>b. Post-1973 Files.</p> <p>(2) Paper records.</p> <p>(a) That have been filmed.</p>
Disposition:	<p>Destroy after it has been ascertained that reproduced copies have been made in accordance with NARA regulations and are adequate substitutes for the paper records.</p>
DispAuthNo:	NN-173-304, item 1b(2)
Date Edited:	4/1/1999

A-06-016-03b(2)(b)	Central Foreign Policy File
Description:	<p>This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).</p> <p>b. Post-1973 Files.</p> <p>(2) Paper records.</p> <p>(b) Oversized Enclosures, 1973-Present. Arranged by name of post or by covering document number. These records are not microfilmed at the time of receipt.</p>
Disposition:	<p>Permanent. Transfer to WNRC at the end of the calendar year. Transfer to the National Archives when 30 years old or with the Automated Documents System film whichever is sooner.</p>
DispAuthNo:	N1-59-92-16, item 1
Date Edited:	4/1/1999

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A-06-016-03b(3)(a) Central Foreign Policy File

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

b. Post-1973 Files.

(3) Intrinsic Documents. Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

>Exhibit value: Impact of the original, or significant event, issue, or person.

>Aesthetic and Artistic value: Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).

>Unique feature value: Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.

>Authenticity value: By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.

>Form value: Unique physical form or features, or evidence of technological development.

>Age value: Scarcity.

Informational characteristics and qualities:

>Public interest value Famous or historical events, issues, people, places, or things.

>Value of Government actions Relating to the Department's: establishment, founding, acquiring or losing functions, or legal basis for continuing.

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>Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

>---> Contact IPS/CR for guidance on intrinsic documents.

(a) Originals.

Disposition: Permanent. Retire to RSC when there is a full records box for transfer to WNRC. Transfer to the National Archives when latest record in box is 30 years old. (ref. NN-173-304, item 1b)

DispAuthNo: N1-59-95-4, item 27a

Date Edited:

4/1/1999

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A-06-016-03b(3)(b) Central Foreign Policy File

Description: This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

b. Post-1973 Files.

(3) Intrinsic Documents. Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

>Exhibit value: Impact of the original, or significant event, issue, or person.

>Aesthetic and Artistic value: Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).

>Unique feature value: Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.

>Authenticity value: By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.

>Form value: Unique physical form or features, or evidence of technological development.

>Age value: Scarcity.

Informational characteristics and qualities:

>Public interest value Famous or historical events, issues, people, places, or things.

>Value of Government actions Relating to the Department's: establishment, founding, acquiring or losing functions, or legal basis for continuing.

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>Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

>---> Contact IPS/CR for guidance on intrinsic documents.

(b) Microfilm.

Disposition: Permanent. Transfer to the National Archives along with related records when 30 years old. (ref. NN-173-304, item 1a)

DispAuthNo: N1-59-95-4, item 27b

Date Edited:

6/29/2007

A-06-016-03b(4)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(4) FAIS Main Text File. This text file contains the digitally stored texts of telegrams sent between the Department and its diplomatic posts since July 1, 1973. The most recent texts are stored on line and older texts are stored on magnetic tapes. In addition to the text of a telegram, each FAIS record contains a formatted section that includes: (AD) Addresses, (CL) Classification, (DO) Date or Origin, (MR) the Message Reference number, (OR) Originator, (SP) Subject Personality line, (ST) Subject code TAGS, and Title line. These formatted fields comprise part of a citation.

Disposition: Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARA.

DispAuthNo: NC1-59-83-4, item 10

Date Edited:

4/1/1999

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A-06-016-03b(5)(a)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(a) Text Index Files. This index file is used to locate the FAIS logical record and physical record containing a telegram's text. Data includes the: (CL) classification, (MR) telegram message reference number, (PD) date the telegram entered the system, and (RL) a pointer to the related telegram text in the FAIS Main Text File.

Disposition:

Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with related Telegram Text File records.

DispAuthNo:

NC1-59-83-4, item 11a

Date Edited:

4/1/1999

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A-06-016-03b(5)(b)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(b) FAIS Citation File. This file contains citations stored on-line in the FAIS. Each citation consists of terms or items abstracted from a single document. The terms or items are abstracted by an Indexer or automatically by the FAIS. The terms and items are then used to search for and locate: either the (MR) message reference number to view the text of an on-line telegram; or the (AN) accession number to view the text of an off-line document stored on microfilm.

Each citation contains the following document identification information: (AD) Addresses, (AN) microfilm Accession Number (reel & frame number), (BA) Bibliographic Analyst, (CL) Classification, (DO) Date of Origin, (EN) Enclosures, (IA) Index Analyst, (MR) Message Reference number (for airgrams & telegrams), (OR) the Originating office, (PD) Posting date, (PG) number of Pages, (RL) Record Locator number, (SC) Subject Concepts, (SO) Subject Organization, (SP) Subject Personality, (ST) Subject TAGS, (TI) Title, and (TP) Type of document [(AI) Airgram, (CC) Congressional Correspondence, (DN) Diplomatic Note, (GC) General Correspondence, (IR) Intelligence Report, (ME) Memorandum, (MC) Memorandum of Conversation, (OM) Operation Memorandum, & (TE) Telegram].

Disposition:

Permanent. Transfer with related documentation to the National Archives annually when Telegram Text File records are transferred.

DispAuthNo:

NC1-59-83-4, item 11b

Date Edited:

4/1/1999

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A-06-016-03b(5)(c)**Central Foreign Policy File****Description:**

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(c) Citation Index File. This index file is used to locate the FAIS logical record and physical record containing the citation's record. It contains a pointer to the record locator file number found in the first data field of each citation record, by which the computer identifies specific citations.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with related Document - Citation File.

DispAuthNo:

NC1-59-83-4, item 11c

Date Edited:

4/1/1999

A-06-016-03b(5)(d)**Central Foreign Policy File****Description:**

This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index.

(d) Postings File. This index file contains a listing of all subject terms provided in the Thesaurus Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo:

NC1-59-83-4, item 11f

Date Edited:

4/1/1999

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A-06-016-03b(5)(e)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in this handbook).

b. Post-1973 Files.

(5) FAIS Index File.

(e) Organization File. This Contains a listing of all organizations, including appropriate abbreviations and acronyms, provided in the organization Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo:

NC1-59-83-4, item 11g

Date Edited:

4/1/1999

A-06-016-03b(5)(f)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(f) Personalities File. Contains a listing of all names and titles of persons provided in the Personalities Master in the AVOCON System. Data is maintained on line in the FAIS and is used in the indexing and search processes.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo:

NC1-59-83-4, item 11h

Date Edited:

4/1/1999

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A-06-016-03b(5)(g)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the records disposition schedules).

b. Post-1973 Files.

(5) FAIS Index File.

(g) Date Range File. This index file contains pointers to the (DO) date of origin data field in the FAIS Document Citations Index File records. It allows searches of the system by date, in which all documents within a specified date range can be identified.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo:

NC1-59-83-4, item 11e

Date Edited:

4/1/1999

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A-06-016-03b(5)(h)

Central Foreign Policy File

Description:

This file constitutes the official Central Foreign Policy File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in this handbook).

b. Post-1973 Files.

(5) FAIS Index File.

(h) Posting File. This index file contains an alphabetical listing of all terms used to index documents in the FAIS. For each listing, data includes the term, how it was used (e.g.: as (AD) addressee, (OR) originator, (SC) subject concept, etc.), and the number of times the term was used in that way. The file is used in the search process to help identify terms for search statements.

Disposition:

Permanent. Transfer with related documentation to the National Archives annually with Document Citation File.

DispAuthNo:

NC1-59-83-4, item 11d

Date Edited:

4/1/1999

A-06-016-03c

Central Foreign Policy File

Description:

This file constitutes the official Central File of the Department of State. It includes ALL documents of a substantive nature, regardless of physical format, that establish, discuss, or define foreign policy. Included are telegrams and written documents: airgrams, congressional correspondence, general correspondence, diplomatic notes, intelligence reports, memorandums, memorandums of conversation, and operations memorandums. Excluded are records authorized to be maintained on a decentralized basis, and records authorized for separate disposition (identified elsewhere in the Records Disposition Schedules).

c. Thesaurus and Related Background Documents.

Disposition:

Permanent. A master record set of each new issuance of the Thesaurus and related documentation is to be retained in OIS. Another set, along with related documents, is to be offered to the Archives.

DispAuthNo:

NC-59-75-17, item 7

Date Edited:

7/16/2007

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A-06-016-03d **Central Foreign Policy File, 1973-Present**

Description: The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation. (Located currently in the State Archiving System.)

 a. Written Correspondence System. Text and citations to records in the Written Correspondence system or successor. Records may be on film, image, or other format.

Disposition: PERMANENT: Transfer to the National Archives on an annual basis when no more than 25 (twenty-five) years older after declassification review.

DispAuthNo: N1-059-07-03, item 1a **Date Edited:** 7/1/2008

A-06-016-03d(1) **Central Foreign Policy File, 1973-Present**

Description: The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation. (Located currently in the State Archiving System.)

 b1. Telegrams. Texts and header information of electronically transmitted communications. Records that are Subject TAGSed with only one or more of the Subject TAGS designated as "Temporary."

Disposition: TEMPORARY: Destroy upon expiration of the longest retention period assigned to the Subject TAGS associated with a given record. See TAGS below:

 2 Years - ADCO, ADPM, ATRN, AWPR, BPUB, OEXC, OSCI, OTRA.

 5 Years - AART, ACKM, ACMS, ACOA, ACOM, ACOU, ADCO, ADTO, AFAC, AFOP, AFSI, AINT, ALIB, AMTC, ANET, APCO, APOU, APUB, AREC, AREG, ASCH, AVCE, AWRD.

 10 Years - AADP, AAUD, ABLD, ABUD, AFIN, AFSN, AFSP, ALOW, AMED, APCS, ASAF, ASUP, BLIB.

 15 Years - AOMS, APER, CPAS, CVIS.

DispAuthNo: N1-059-07-03, item 1b(1) **Date Edited:** 7/1/2008

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A-06-016-03d(2) **Central Foreign Policy File, 1973-Present**

Description: The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation. (Located currently in the State Archiving System.)

b2. Telegrams. Texts and header information of electronically transmitted communications. All other records, including all messages and citations with one or more of the Subject TAGS designated as permanent.

Disposition: PERMANENT: Transfer to the National Archives on an annual basis when no more than 25 years old after declassification review. See TAGS below. NOTE: Microfilm of telegrams shall be transferred to the National Archives to serve as a backup and to fill gaps in the electronic files.

Permanent Subject TAGS :

ACLM, ACMM, AEMR, AGAO, AINF, AINR, ALTR, AMGT, AODE, AORC, AORG, ASEC, ASIG, BAGB, BBAK, BBCP, BBSR, BDIS, BENC, BEXP, BFOL, BGEN, BMGT, BPRO, BTIO, BTOP, BTRA, CARR, CASC, CDES, CFED, CGEN, CJAN, CLOK, CMGT, CPRS, All "E" Subject TAGS, All "M" Subject TAGS, OCLR, OCON, ODIP, OFDP, OGEN, OIIP, OPDC, OPRC, OREP, OVIP, All "P" Subject TAGS, All "S" Subject TAGS, All "T" Subject TAGS.

DispAuthNo: N1-059-07-03, item 1b(2) **Date Edited:** 7/1/2008

A-06-016-04a **Telegram Indexing Files**

Description: Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects.

a. Automated Document System - Daily Reports - 38 DTD report, 89 DTD report, and 91 DTD.

Disposition: Destroy when report is updated by the system or when no longer needed.

DispAuthNo: N1-59-95-4, item 31a **Date Edited:** 4/1/1999

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A-06-016-04b	Telegram Indexing Files		
Description:	Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects. b. All other items.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	N1-59-95-4, item 31b	Date Edited:	4/1/1999
A-06-016-05a	Written Communications Files		
Description:	Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects. a. Automated Document System. Daily Reports - 38 DTD report, and 89 DTD report.		
Disposition:	Destroy when report is updated by the system or when no longer needed.		
DispAuthNo:	N1-59-95-4, item 32a	Date Edited:	4/1/1999
A-06-016-05b	Written Communications Files		
Description:	Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects. b. All other items.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	N1-59-95-4, item 32b	Date Edited:	4/1/1999

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A-06-016-06 Public Opinion Mail Files

Description: Correspondence from the public; both domestic and foreign; addressed to the President, the White House, the Secretary of State, and Department of State; on foreign affairs matters; sent to the Department for reply or public opinion trend analysis covering anonymous letters, comments, observations, opinions, opposition, petitions, remarks, suggestions, support, and other related subjects.

NOTE: This item does not cover correspondence relating to official business, individual assistance, Department services, or activities.

Disposition: Destroy when 3 months old.

DispAuthNo: NC1-59-76-11

Date Edited: 4/1/1999

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A-06-017-04 Graphics Files

Description: Memorandums, Project Request (DS-1141), DS-5R (Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher), Customer Service Center Tracking Sheet, and other documents on graphics services covering art work, camera ready art, certifies, charts, designs, exhibits, graphics, Graphics Standard Handbook, graphs, illustrations, layouts, mastheads, offset lithographic plates, planning, screened paper prints, slides, view graphs, weekly activity reports, and other related subjects.

Disposition: Return all material to the Requesting Office. Requesting Office to destroy 1 year after use or when no longer needed.

DispAuthNo: GRS 21, items 5 thru 8 **Date Edited:** 4/1/1999

A-06-017-05 Printing - Negatives, Plates, and related Material

Description: Negatives and plates created in order to print a job, related art work, galley and page proofs, original documents used to make the negative and plates, instructions and correspondence to the printer; and a copy of the Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R).

Disposition: Printer to return all material to the Requesting Office. Requesting Office to destroy 1 year after completion of job.

DispAuthNo: GRS 13, item 2a **Date Edited:** 4/1/1999

A-06-017-06 DS-5R - White Copy File

Description: Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R) working copy (white).

Disposition: Destroy when 3 months old.

DispAuthNo: NN-171-142, item 9 **Date Edited:** 4/1/1999

A-06-017-07 Printing - Procurement Files

Description: Copies of Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R); and invoices, requisition, specifications, and related correspondence.

Disposition: Destroy 3 years after completion or cancellation of requisition.

DispAuthNo: GRS 3, item 6a **Date Edited:** 4/1/1999

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A-06-017-08a	Printing & Binding Files		
Description:	a. Treaty Series. Treaties and other International Agreements Series (TIAS), Treaties In Force (TIF), and United States Treaties (UST).		
Disposition:	Destroy when 6 months old.		
DispAuthNo:	NN-171-142, item 5a	Date Edited:	4/1/1999
A-06-017-08b	Printing & Binding Files		
Description:	b. All other records.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	NN-171-142, item 5b	Date Edited:	4/1/1999
A-06-017-09	Publications Files		
Description:	Copies of contracts, requisitions, purchase orders, invoices and related correspondence.		
Disposition:	Destroy 3 years after final payment.		
DispAuthNo:	GRS 3, item 3a(2)	Date Edited:	4/1/1999
A-06-017-10a	Report Files		
Description:	a. Equipment Reports. Annual Inventory of Field Plant; Annual Plant Report; Report on Stored Equipment; reports on printing, processing, and distribution equipment; and reports to the Joint Committee on Printing.		
Disposition:	Destroy when 3 years old, except retain in agency as long as needed reports used for accounting purposes.		
DispAuthNo:	NC1-59-80-9, item 1	Date Edited:	4/1/1999
A-06-017-10b	Report Files		
Description:	b. Production Reports. Daily plant and press production reports, short order station reports, monthly and weekly production reports, and Reproduction Equipment Card.		
Disposition:	Destroy when 2 years old, or after completion of regular Departmental inspection audit.		
DispAuthNo:	NC1-59-80-9, item 2	Date Edited:	4/1/1999

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A-06-017-10c	Report Files		
Description:	c. Service Reports. Copies of inspection report, inventory reports, invoices, maintenance, purchase orders, receiving, rentals, requisitions, supplies, and usage reports.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	NN-171-142, item 10	Date Edited:	4/1/1999
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A-06-017-11	Working Capital Fund - Billing Files		
Description:	Publishing Services Requisition, Purchase Order, Invoice, Receiving Report, Voucher (DS-5R).		
Disposition:	Destroy 1 year after completion of job.		
DispAuthNo:	GRS 13, item 2a	Date Edited:	4/1/1999
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A-06-017-12a	Post Reports		
Description:	Each embassy prepares a Post Report (booklet) that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information to Department personnel. Post Reports cover information on: the host country (area, climate, commerce, communications, conditions (local inadequacies and hardships), customs pertinent to social behavior, education, employment, geography, health, medicine, population, public institutions, and transportation); the American Embassy (administrative policies and procedures, clothing, commissary privileges, education, food, housing, official functions, recreation); and notes for travelers (currency, customs, duties, exchange, firearms, holidays (local), recommended reading, travel procedures to follow, taxes, and weights). There are also exhibits and photographs of typical scenes.		
	a. Master Set.		
Disposition:	Permanent. Retire to RSC after update for transfer to WNRC. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-96-17, item 1a	Date Edited:	4/1/1999
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A-06-017-12b **Post Reports**

Description: Each embassy prepares a Post Report (booklet) that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information to Department personnel. Post Reports cover information on: the host country (area, climate, commerce, communications, conditions (local inadequacies and hardships), customs pertinent to social behavior, education, employment, geography, health, medicine, population, public institutions, and transportation); the American Embassy (administrative policies and procedures, clothing, commissary privileges, education, food, housing, official functions, recreation); and notes for travelers (currency, customs, duties, exchange, firearms, holidays (local), recommended reading, travel procedures to follow, taxes, and weights). There are also exhibits and photographs of typical scenes.

b. All Other Copies.

Disposition: Destroy when updated or when no longer needed.

DispAuthNo: N1-59-96-17, item 1b

Date Edited: 4/1/1999

A-06-017-13 **Key Officers of Foreign Service Posts Publication**

Description: A guide for American business representatives that lists key officers at all Foreign Service posts with whom the representative would likely contact. All embassies, consulates general, consulates, and missions are listed.

Disposition: Destroy when updated or no longer needed.

DispAuthNo: N1-59-96-17, item 2

Date Edited: 4/1/1999

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Directives Management

A-06-018-01a **Regulatory and Procedural Issuance**

Description: Series of regulatory and procedural issuance's of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

a. One complete master set of each series of issuance's, including handbooks, manuals, and organization charts. (ref. NC-59-75-14, items 1a & 5)

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

DispAuthNo: N1-59-95-4, item 29a **Date Edited:** 4/1/1999

A-06-018-01b **Regulatory and Procedural Issuance's**

Description: Series of regulatory and procedural issuance's of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

b. Extra copies.

Disposition: Destroy when superseded or when no longer needed for reference or distribution purposes. (ref. NC-59-75-14, item 1b)

DispAuthNo: N1-59-95-4, item 29b **Date Edited:** 4/1/1999

A-06-018-01c **Regulatory and Procedural Issuance's**

Description: Series of regulatory and procedural issuance's of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

c. Background and docket (log) files, consisting of docket sheets, draft issuance's and related clearance memoranda and forms.

Disposition: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old. (ref. NC-59-75-14, item 1c)

DispAuthNo: N1-59-95-4, item 29c **Date Edited:** 4/1/1999

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A-06-018-02	Regulations and Notices Published in the Federal Register
Description:	Background or docket cases, containing drafts, memoranda pertaining to the submission, clearance and approval of Departmental regulations and Public Notices to be published in the Federal Register.
Disposition:	Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.
DispAuthNo:	NC-59-75-14, item 2
Date Edited:	4/1/1999
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A-06-018-03	Policy and Procedure Files
Description:	Includes guidelines and procedures relating to directives, forms, correspondence and reports.
Disposition:	Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 30 years old.
DispAuthNo:	NC-59-75-14, item 3
Date Edited:	4/1/1999
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A-06-018-04	Distribution Lists for Issuance's
Description:	Lists showing number of issuance's distributed to Departmental units and Foreign Service posts.
Disposition:	Destroy when superseded or obsolete.
DispAuthNo:	NC-59-75-14, item 4
Date Edited:	4/1/1999
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A-06-018-05	Publication Projects Files
Description:	Correspondence, memoranda, reports and other papers on such projects as the U.S. Government Organization Manual, Congressional Directory, delegations of authority by Executive Order, Reports to Congress, etc.
Disposition:	Destroy when publications reissued.
DispAuthNo:	NC-59-75-14, item 8
Date Edited:	4/1/1999
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A-06-018-06	Reporting Files
Description:	Case files on recurring administrative, interagency and Congressional reports.
Disposition:	Destroy 2 years after report is discontinued.
DispAuthNo:	NC-59-75-14, item 9
Date Edited:	4/1/1999

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A-06-018-07a **Forms Control Files**

Description: Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.

a. One copy of each form and form letter with related memoranda on establishment or discontinuance.

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

DispAuthNo: NC-59-75-14, item 10a

Date Edited: 4/1/1999

A-06-018-07b **Forms Control Files**

Description: Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.

b. Reproduction plates and mats.

Disposition: Destroy when related form is changed or discontinued.

DispAuthNo: NC-59-75-14, item 10b

Date Edited: 4/1/1999

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Library**A-06-019-01a Library Program - Subject Files**

Description: Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

a. Historically Significant Topics - Arranged by TAGS and Terms.

Disposition: Cut off at end of each calendar year. Retain in Library until obsolete or no longer needed for reference use. (ref. NC1-59-80-21, item 1a)

DispAuthNo: N1-59-95-4, item 30a **Date Edited:** 4/1/1999

A-06-019-01b Library Program - Subject Files

Description: Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

b. Other Program Subject Files - Arranged by TAGS and Terms.

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

DispAuthNo: N1-59-95-4, item 30b **Date Edited:** 4/1/1999

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A-06-019-02d(1) Procurement Files**Description:** d. Post Files.

(1) Foreign Publications. Correspondence with posts requesting them to acquire certain foreign publications with related invoices, vouchers, etc.

Disposition: Destroy when 3 years old.**DispAuthNo:** NN-171-132, item 5**Date Edited:**4/1/1999

A-06-019-02d(2) Procurement Files**Description:** d. Post Files.

(2) Library Service. Correspondence with posts regarding post requests for publications including related requisitions.

Disposition: Destroy when 3 years old.**DispAuthNo:** NN-171-132, item 6**Date Edited:**4/1/1999

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Records Management**A-06-020-01 Information and Records Resources Program - Subject Files**

Description: Correspondence, memorandums, and other related documentation on information and records resources covering indexing, initial distribution of Department correspondence, information and records research, records policies and management, records center, and micro-records.

Disposition: Destroy when 5 years old.

DispAuthNo: NC-59-75-17, item 6

Date Edited: 4/1/1999

A-06-020-02 Records Management Program - Subject Files

Description: Correspondence, memorandums, telegrams, reports, studies, forms, and other documentation on records policies and management in the Department, field offices, and posts covering Authorization for the Removal of Personal Papers and Non-record Materials (DS-1904), classified information, consultations, electronic records, E-mail policy, fax policies, Inspector General reports, litigation, micro-records, Posts Reports, procedures, records maintenance and disposition, Records Management Handbook, Request for Records Disposition Authority (SF-115), Request to Transfer, Approval, and Receipt of Records to NARA (SF-258), Retirement of Records (DS-693B), security surveys, training, travel, and other related subjects.

a. Program - subject files

Disposition: Cut off at end of each calendar year. Destroy when 6 years old.

DispAuthNo: N1-59-95-4, item 34a

Date Edited: 4/1/1999

A-06-020-03a Records Management Post Files

Description: Consists of correspondence with posts regarding records matters; memorandums and DS-693Bs transmitting shipments of retired records; copies of post security survey reports; Records Management survey reports; action and information telegrams; and other related documents.

a. Copies of post security survey reports.

Disposition: Destroy when superseded by more current report.

DispAuthNo: NC-59-75-17, item 9a

Date Edited: 4/1/1999

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Office of General Services Management**A-06-021-01 Foreign Service Employee Emergency Locator Records**

Description: The purpose of this Employee Services Center database is to provide locator and emergency next of kin information that can be used when handling death cases for Foreign Service personnel, including liaison between the Department and surviving families. It can also be used for next of kin emergency notification in support of crisis and Task Force Operations and post evacuations, and for mail holding and forwarding information. Foreign Service personnel who wish to participate voluntarily provide all information. The database was recently opened to any U.S. Government employee who is assigned to a foreign post. Privacy restrictions apply. See State System 12, Foreign Service Employee Locator/Notification Records.

Disposition: TEMPORARY: See sub sections 01a through 01c(2) for specific dispositions.

DispAuthNo: N1-059-02-5, item 1 **Date Edited:** 7/16/2007

A-06-021-01a Foreign Service Employee Emergency Locator Records

Description: a. Inputs: Electronic and paper (OP-190 and DS-924) inputs containing name, agency, current post of assignment, Washington area address and telephone number, instructions for forwarding mail, names of dependents, and names of contacts for emergency purposes.

Disposition: TEMPORARY: Delete/destroy after input to the master file is verified.

DispAuthNo: N1-059-02-5, item 1a **Date Edited:** 7/16/2007

A-06-021-01b Foreign Service Employee Emergency Locator Records

Description: b. Master file: Contains general locator, mail and package forwarding address, dependent, and emergency notification information. Updated as needed by individual employee or authorized Employee Service Center personnel.

Disposition: TEMPORARY: Delete employee record 5 years after the employee resigns or retires.

DispAuthNo: N1-059-02-5, item 1b **Date Edited:** 7/16/2007

A-06-021-01c(1) Foreign Service Employee Emergency Locator Records

Description: c. Outputs: Hardcopy and/or soft copy display of employee record for returning employee review and update, for crisis list of employees at a particular site, or, for receptionist to answer queries as to the location of employees who have given permission for release of information.

Disposition: TEMPORARY: Destroy/delete when no longer needed by employee or Employee Services Center authorized personnel.

DispAuthNo: N1-059-02-5, item 1c(1) **Date Edited:** 7/16/2007

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A-06-021-01c(2)	Foreign Service Employee Emergency Locator Records
Description:	c. Output: CD-ROM containing employee records of those individuals who have not modified their master file record for a period of five years. Employee record is returned to the master file upon updating of the record.
Disposition:	TEMPORARY: Delete employee record 5 years after the employee resigns or retires.
DispAuthNo:	N1-059-02-5, item 1c(2)
Date Edited:	7/16/2007
A-06-021-02a	Leave Data - Departure for Post (DS-1552) File
Description:	a. File contains paper copies of Form DS-1552 prepared and verified by the employee and Employee Services Center personnel. Form DS-1552 is submitted as the initial step in the process of transferring pay and leave authority from domestic payroll in Washington to the overseas payroll center in Charleston, SC upon employee's departure for post. Forms are filed in alphabetical order by month.
Disposition:	TEMPORARY: Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy.
DispAuthNo:	N1-059-02-5, item 2a
Date Edited:	7/16/2007
A-06-021-02b	Leave Data - Departure for Post (DS-1552) File
Description:	b. Electronic copies produced on electronic mail or word processing systems.
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.
DispAuthNo:	N1-059-02-5, item 2b
Date Edited:	7/16/2007
A-06-021-03a	Leave, Travel, and Consultation Status (DS-1707) File
Description:	a. File contains paper copies of Form DS-1707, which are prepared and verified by the employee and Employee Services Center. This form is sent to the Personnel Technician and used to transfer the employee to domestic payroll, and initiate any appropriate locality pay. The DS-1707 also reconciles all leave and travel. Forms are filed in alphabetical order by month.
Disposition:	TEMPORARY: Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy.
DispAuthNo:	N1-059-02-5, item 3a
Date Edited:	7/16/2007

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A-06-021-03b	Leave, Travel, and Consultation Status (DS-1707) File		
Description:	b. Electronic copies produced on electronic mail or word processing systems.		
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-059-02-5, item 3b	Date Edited:	7/16/2007

A-06-021-04a	Death Case File		
Description:	a. File contains information used for handling death while in-service cases for both Foreign Service and Civil Service personnel, including notification of next of kin, and liaison between the Department and surviving families. Consists of copies of memorandums and letters for benefits, and life insurance forms.		
Disposition:	TEMPORARY: Destroy 20 years after case is closed.		
DispAuthNo:	N1-059-02-5, item 4a	Date Edited:	7/16/2007

A-06-021-04b	Death Case File		
Description:	b. Electronic copies produced on electronic mail or word processing systems.		
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-059-02-5, item 4b	Date Edited:	7/16/2007

A-06-021-05	General Services Policy and Procedures File		
Description:	Consists of memoranda, studies and reports on significant plans, decisions and problems concerning the buildings management program.		
Disposition:	TEMPORARY: Hold in current file area and destroy previous versions when superseded or revised policies or procedures are received.		
DispAuthNo:	N1-059-03-10, item 1	Date Edited:	8/2/2005

A-06-021-06-10	Reserved		
Description:			
Disposition:			
DispAuthNo:		Date Edited:	8/2/2005

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A-06-021-11	General Administrative Subject Files.
Description:	Contains information about general program and administrative functions such as memoranda, inventory information, program history articles from State Newsletter and State Magazine.
Disposition:	DISPOSITION: Cutoff at end of calendar or fiscal year. Hold in current file area for 2 years and then retire to Records Service Center. Destroy 5 years after cutoff.
DispAuthNo:	N1-059-03-10, item 6
Date Edited:	7/27/2005

A-06-021-12	Operations Support Correspondence File
Description:	Contains correspondence, forms and schedules pertaining to the use and control of all operations support, including but not limited to: auditoriums and conference rooms, parking and flag requests.
Disposition:	TEMPORARY: Cutoff at end of quarter. Delete/destroy 1 year after cutoff.
DispAuthNo:	N1-059-03-10, item 5
Date Edited:	7/27/2005

A-06-021-13	Internal Control Purchase File
Description:	Contains copies of documentation sent from Diplomatic Reception Rooms to the Bureau of Resource Management for payment action. Consists primarily of memoranda and invoices.
Disposition:	TEMPORARY: Cutoff annually. Delete/destroy 5 years after cutoff.
DispAuthNo:	N1-059-03-10, item 2
Date Edited:	7/21/2005

A-06-021-14	Diplomatic Reception Room Control Files
Description:	Consists of correspondence, forms and schedules pertaining to the use and control of the Diplomatic Functions Area. Also includes monthly use reports that identify the type of event, the host, caterer's, etc.
Disposition:	TEMPORARY: Hold in current file area and destroy when 5 years old.
DispAuthNo:	N1-059-03-10, item 3
Date Edited:	7/21/2005

A-06-021-15a	Statistical Reports
Description:	Daily reports concerning the activities of the office.
Disposition:	TEMPORARY: Cutoff at end of month. Delete/destroy one month after cutoff.
DispAuthNo:	N1-059-03-10, item 4a
Date Edited:	7/21/2005

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A-06-021-15b	Statistical Reports		
Description:	Monthly reports concerning the activities of the office.		
Disposition:	TEMPORARY: Cutoff at end of quarter. Delete/destroy one year after cutoff.		
DispAuthNo:	N1-059-03-10, item 4b	Date Edited:	7/21/2005

A-06-021-15c	Statistical Reports		
Description:	Annual reports concerning the activities of the office.		
Disposition:	TEMPORARY: Cutoff at end of calendar year. Delete/destroy 5 years after cutoff. (NN-171-66, item 11)		
DispAuthNo:	N1-059-03-10, item 4c	Date Edited:	7/27/2005

A-06-021-16a	Motor Vehicle Operating Reports and Statistics		
Description:	Daily Vehicle Report.		
Disposition:	TEMPORARY: Cutoff at end of month. Delete/destroy 3 months after cutoff.		
DispAuthNo:	N1-059-03-10, item 10a	Date Edited:	7/21/2005

A-06-021-16b	Motor Vehicle Operating Reports and Statistics		
Description:	Weekly and Monthly Operating Statistics		
Disposition:	TEMPORARY: Cutoff at end of month. Delete/destroy when 1 year old.		
DispAuthNo:	N1-059-03-10, item 10b	Date Edited:	7/21/2005

A-06-021-16c	Motor Vehicle Operating Reports and Statistics		
Description:	Annual Reports		
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff.		
DispAuthNo:	N1-059-03-10, item 10c	Date Edited:	7/21/2005

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A-06-021-17 FLEET MANAGEMENT**Motor Transportation General Correspondence Files**

Description: Contains correspondence and related data pertaining to the maintenance and operation of motor vehicles not otherwise provided for in this schedule.

Disposition: TEMPORARY: Hold in current files area and destroy when 2 years old.

DispAuthNo: N1-059-03-10, item 7 **Date Edited:** 7/21/2005

A-06-021-18 Motor Vehicle Maintenance and Repair File

Description: Consists of automotive and maintenance and repair bills arranged by vendor and by vehicle number.

Disposition: TEMPORARY: Maintain for life of vehicle. Cutoff after vehicle is disposed. Delete/destroy 6 months after cutoff.

DispAuthNo: N1-059-03-10, item 8 **Date Edited:** 7/21/2005

A-06-021-19 Imprest Fund Records

Description: Contains vouchers and supporting documents related to motor transportation operations.

Disposition: TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 6 months after cutoff.

DispAuthNo: N1-059-03-10, item 9 **Date Edited:** 7/21/2005

A-06-021-20a Motor Vehicle Operating Reports and Statistics

Description: Daily Vehicle Reports

Disposition: TEMPORARY: Cutoff at end of month. Delete/destroy 3 months after cutoff.

DispAuthNo: N1-059-03-10, item 10a **Date Edited:** 7/21/2005

A-06-021-20b Motor Vehicle Operating Reports and Statistics

Description: Weekly and Monthly Operating Statistics

Disposition: TEMPORARY: Cutoff at end of month. Delete/destroy when 1 year old.

DispAuthNo: N1-059-03-10, item 10b **Date Edited:** 7/21/2005

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A-06-021-20c	Motor Vehicle Operating Reports and Statistics
Description:	Annual Reports.
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff.
DispAuthNo:	N1-059-03-10, item 10c
Date Edited:	7/21/2005
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A-06-021-21	Gasoline and Car Wash Tickets and Related Paid Invoices
Description:	Contains copies of gas, oil, and wash tickets and related paid invoices.
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 6 months after cutoff.
DispAuthNo:	N1-059-03-10, item 11
Date Edited:	7/21/2005
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A-06-021-22a	Motor Vehicle Accident File
Description:	Contains records related to motor vehicle accidents maintained by transportation office, including motor vehicle accident report, statements of drivers and witnesses, and investigative and other related reports. If damage to vehicle.
Disposition:	TEMPORARY: Maintain for life of vehicle. Destroy 6 months after disposal of vehicle.
DispAuthNo:	N1-059-03-10, item 12a
Date Edited:	7/21/2005
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A-06-021-22b	Motor Vehicle Accident File
Description:	Contains records related to motor vehicle accidents maintained by transportation office, including motor vehicle accident report, statements of drivers and witnesses, and investigative and other related reports. If serious bodily injury, death, or major property damage.
Disposition:	TEMPORARY: Cutoff after accident or claim is settled. Delete/destroy 7 years after accident or settlement of claim, whichever is later.
DispAuthNo:	N1-059-03-10, item 12b
Date Edited:	7/21/2005
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A-06-021-23a	AUDIOVISUAL SERVICES
	Official State Department Photography
Description:	Contains negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically or numerically by date of negative and job number. File growth averages 334 negatives or two cubic feet per year with about 1670 negatives currently on hand. 1993 to present.
Disposition:	PERMANENT: Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.
DispAuthNo:	N1-059-03-10, item 13a
Date Edited:	7/22/2005
A-06-021-23b	Official State Department Photography
Description:	Contains digital images generated (scanned) from negatives relating to the foreign affairs of the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically or numerically by date of negative and job number.
Disposition:	PERMANENT: Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.
DispAuthNo:	N1-059-03-10, item 13b
Date Edited:	7/22/2005
A-06-021-23c	Official State Department Photography
Description:	Original digital (born digital) images relating to the foreign affairs to the U.S., high level or significant State Department personnel and foreign officials. Arrange chronologically and numerically by date of scanned image and job number.
Disposition:	PERMANENT: Arrange in 5-year blocks. Retire to RSC 5 years after the last year in the block and transfer (with associated log) immediately to NARA.
DispAuthNo:	N1-059-03-10, item 13c
Date Edited:	7/22/2005
A-06-021-23d	Official State Department Photography
Description:	Assignment logs, indexes, or other finding aids in hard copy and/or in electronic form providing access to the negatives and digital images.
Disposition:	PERMANENT: Transfer to NARA with the corresponding negatives and/or digital images in items 23a through 23c.
DispAuthNo:	N1-059-03-10, item 13d
Date Edited:	7/22/2005

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A-06-021-23e	Official State Department Photography		
Description:	Contains uncaptioned negative and/or digital images of routine award ceremonies, social events, activities, not related to the mission of the Department, personnel identification or passport images, and other routine administrative or personnel related to the Department mission. (N1-059-92-18, item 1c)		
Disposition:	TEMPORARY: Distribute to requesting office or delete/destroy when no longer needed for reference.		
DispAuthNo:	N1-059-03-10, item 13e	Date Edited:	7/22/2005
A-06-021-24a	VIDEO PRODUCTION		
	Video Master File		
Description:	Video master productions of internal communication programs that are informational, routine and non-substantive in content, such as "How to" -type and scripted event video productions. Masters are produced on Betacam SP, SVHS, digibeta tape format. Subject and/or events are arranged chronologically with number. 1995 to present.		
Disposition:	TEMPORARY: Maintain master in current file area for 5 years, then degauss, and recycle tapes.		
DispAuthNo:	N1-059-03-10, item 14a	Date Edited:	7/22/2005
A-06-021-24b	Video Master File		
Description:	Video master productions of internal communication programs that are substantive in content or document significant events such as Secretary's Town Meetings in response to terrorist attackers. Masters (since 1995) are produced on Betacam SP, SVHS, digibeta tape format. Subject and/or events are arranged chronologically with number. 1995 to present.		
Disposition:	PERMANENT: Maintain master in current file area for 10 years and then transfer the master and one copy to the National Archives in 2-year blocks.		
DispAuthNo:	N1-059-03-10, item 14b	Date Edited:	7/22/2005
A-06-021-24c	Video Master File		
Description:	Duplicate Copy for Public Dissemination.		
Disposition:	TEMPORARY: Transfer upon request to the National Technical Information Service (NTIS).		
DispAuthNo:	N1-059-03-10, item 14c	Date Edited:	7/22/2005

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A-06-021-25a	Field Footage File
	Significant Field Footage.
Description:	Contains material that may or may not have been used in production. Produced on Betacam SP, SVHS, digibeta tape format. Material documenting significant people, places, or events.
Disposition:	PERMANENT: Maintain in current file area for 10 years. Then transfer to NARA in 2-year blocks.
DispAuthNo:	N1-059-03-10, item 15a
Date Edited:	7/22/2005
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A-06-021-25b	Field Footage File
	Routine Field Footage File.
Description:	Contains material that may or may not have been used in production. Produced on Betacam SP, SVHS, digibeta tape format. Material that does not document any significant people, place, or event.
Disposition:	TEMPORARY: Degauss and recycle tapes when no longer needed. (New item)
DispAuthNo:	N1-059-03-10, item 15b
Date Edited:	7/22/2005
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A-06-021-26	Script File
Description:	Consists of written specifications for video production. Includes such things as setting, action and camera coverage, dialogue, narration and an audio portion that addresses music and sound effects. Also includes script approvals signed by Department of State internal clients.
Disposition:	TEMPORARY: Destroy video production copy upon completion of project and transfer original script to internal client.
DispAuthNo:	N1-059-03-10, item 16
Date Edited:	7/22/2005
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A-06-021-27	Equipment Inventory Files
Description:	Contains copies of equipment requisitions and related documentation for current inventory.
Disposition:	TEMPORARY: Destroy 2 years after discontinuance of equipment item, 2 years after stock balance is transferred to new inventory or 2 years after equipment is removed from Department control.
DispAuthNo:	N1-059-03-10, item 17
Date Edited:	7/22/2005

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A-06-021-28 **Finding Aids (Index)**

Description: Finding aids for identification, retrieval, or use of video master and raw footage records. Contains such information as name of tape, date produced, topic, domestic or overseas, tape format, and name of client.

Disposition: PERMANENT: Transfer to NARA with disposition of video master and field footage files.

DispAuthNo: N1-059-03-10, item 18 **Date Edited:** 7/22/2005

A-06-021-29 **ART BANK PROGRAM**

Art Bank Program Vendor Files

Description: Contains copies of documents related to the purchase of artwork and framing materials from vendors. Includes purchase orders, bank check/credit receipts for supplies, Art Bank Program vendor orders, shipping and receiving reports, vendor invoices, final credit card statements. Arranged alphabetically by vendor name in fiscal year order.

Disposition: TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 5 years after cutoff.

DispAuthNo: N1-059-03-10, item 19 **Date Edited:** 7/22/2005

A-06-021-30 **Source File**

Description: Contains information about the artwork represented by source including brochures and visuals of art. Used only for reference purposes.

Disposition: TEMPORARY: Maintain in current file area until no longer needed for informational purposes and then destroy.

DispAuthNo: N1-059-03-10, item 30 **Date Edited:** 7/22/2005

A-06-021-31 **Artist Background and Application Files**

Description: Loose leaf binders containing artist biographies, catalogues, articles, print documents, and other printed information about the art work. Files are provided to prospective clients and are used by art appraisers and Art Bank staff. Arranged alphabetically.

Disposition: TEMPORARY: Destroy when superseded by updated information.

DispAuthNo: N1-059-03-10, item 21 **Date Edited:** 7/22/2005

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A-06-021-32 Total Database (Macintosh)

Description: Database operates under Macintosh Filemaker Pro SW. It is used by the Art Bank to manage the acquisition and use of artwork available for bureaus/offices to borrow. Elements include unique registration number, title, artist, date of artwork, print number, physical size, media details, art characteristics, glazing information, documentation type, and acquisition and current market value of artwork.

Disposition: TEMPORARY: see items 32a through 32d for specific dispositions.

DispAuthNo: N1-059-03-10, item 22 **Date Edited:** 7/22/2005

A-06-021-32a(1) Inputs

Description: Documents or forms used to create, update, or modify the records in the database that are required for audit or legal purposes.

Disposition: TEMPORARY: File with related records after information has been entered into the system and verified; delete/destroy in accordance with related vendor or source files.

DispAuthNo: N1-059-03-10, item 22a(1) **Date Edited:** 7/22/2005

A-06-021-32a(2) Inputs

Description: Documents or forms used to create, update, or modify the records in the database and not required for audit or legal purposes.

Disposition: TEMPORARY: Delete/destroy after the information has been entered into the database and verified.

DispAuthNo: N1-059-03-10, item 22a(2) **Date Edited:** 7/22/2005

A-06-021-32b Database

Description: Consists of Borrowers Activity File (location history), Condition and Conservation File, Bureaus and Image files. Electronic records are derived from hard copy documents or forms that are subsequently filed in the Vendor File, the Source File, or the Subject Files.

Disposition: TEMPORARY: Retain for duration artwork is owned by GSM. When artwork is disposed, move data to inactive status. Delete when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

DispAuthNo: N1-059-03-10, item 22b **Date Edited:** 7/22/2005

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A-06-021-32c(1)(a)	OUTPUTS
	Fiscal Year Statistical Report.
Description:	Reports. Ad-hoc and scheduled system generated reports related to penalties for loss, the purchase and loan of artwork, borrowers of artwork, amount of financial contribution by components, title and location of art, and work activities.
Disposition:	TEMPORARY: Cutoff at end of fiscal year. Delete/destroy 3 years after cutoff.
DispAuthNo:	N1-059-03-10, item 22c(1)(a)
Date Edited:	7/25/2005
A-06-021-32c(1)(b)	Semi-annual Inventory Report.
Description:	Used by Art Bank staff to conduct twice annual Department-wide inventory of the artworks on exhibit.
Disposition:	TEMPORARY: Delete/destroy when superseded by new inventory report or when no longer needed for administrative purposes.
DispAuthNo:	N1-059-03-10, item 22c(1)(b)
Date Edited:	7/25/2005
A-06-021-32c(2)	Labels
Description:	System generated labels used for inventory and identification purposes.
Disposition:	TEMPORARY: Affix label to artwork. Destroy label when artwork is disposed of.
DispAuthNo:	N1-059-03-10, item 22c(2)
Date Edited:	7/25/2005
A-06-021-32d	Documentation
Description:	Documents that provide a narrative description of the electronic system or physical and technical characteristics of the records, including a record layout that describes each field including its name, size, starting or relative position; and a description of the form of the data. Also includes a data dictionary or the equivalent information associated with a database management system., including a description of the relationship between data elements in databases, and any other technical information needed to read or process the records. System documentation may include such items as manuals and software update documentation.
Disposition:	TEMPORARY: Cutoff when the system is superseded and/or replaced. Delete/destroy 2 years after cutoff or when no longer needed for reference, whichever is later.
DispAuthNo:	N1-059-03-10, item 22d
Date Edited:	7/25/2005

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A-06-021-33 **AUTHENTICATION'S**

Document Authentication, Retrieval, and Tracking System (DARTS)

Description: The DARTS application software is used by the Authentication's Office to facilitate the document authentication, retrieval, and tracking responsibilities of the office.

Disposition: TEMPORARY: see items 33a(1) through 33d for specific dispositions.

DispAuthNo: N1-059-03-10, item 23 **Date Edited:** 7/27/2005

A-06-021-33a(1) **Inputs.**

Description: Authentication Requests.

Authentication Requests received from private individuals, Federal agencies, organizations, and foreign governments, consists of letters requesting authentication of documents. General information is entered into the database as part of the authentication and analysis process prior to returning the original documents to the sender.

Disposition: TEMPORARY: Return to sender after information is entered into the system and verified.

DispAuthNo: N1-059-03-10, item 23a(1) **Date Edited:** 7/25/2005

A-06-021-33a(2) **Record of Fees**

Description: The name of person, number of documents, company or agency requesting authentication services, amount of money deposited and whether a check, cash, money order or credit card was used.

Disposition: TEMPORARY: Verify accuracy of data input. Destroy after GAO audit or when 5 years old, whichever is sooner.

DispAuthNo: N1-059-03-10, item 23a(2) **Date Edited:** 7/25/2005

A-06-021-33b(1) **DARTS Master File**

Description: Normal Certification.

Contains information extracted from documents associated with authentication requests. Current and previous year data are maintained on-line.

Disposition: TEMPORARY: Cutoff at end of fiscal year. Transfer to archive tape when two years old. Maintain off-line for 3 years or until no longer needed for current business operations, whichever is later. Delete tape upon notification by supervisor.

DispAuthNo: N1-059-03-10, item 23b(1) **Date Edited:** 7/25/2005

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A-06-021-33b(2)	Apostilles Database		
Description:	Contains information needed for certificate issued by the Authentication Office for documents that are destined for use in countries as specified in the Treaty Abolishing requirements of Legislation for Foreign Public Documents that became effective October 15, 1981. Article 7 of the treaty indicates that a register must be kept.		
Disposition:	TEMPORARY: Cut off at the end of 5 years, transfer to magnetic tape and maintain in tape library. Transfer to WNRC two years after cutoff. Delete 13 years after transfer to WNRC. Note: To maintain readability of data, refresh/migrate data according to media industry standards.		
DispAuthNo:	N1-059-03-10, item 23b(2)	Date Edited:	7/25/2005
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A-06-021-33c(1)	Outputs		
Description:	Receipts. Receipts include the following information: name of requester, company or agency who requested authentication services, the number of documents authenticated, payment and form of payment received.		
Disposition:	TEMPORARY: Produce receipt after information is input and verified. Return receipt and original documents submitted for authentication to requester.		
DispAuthNo:	N1-059-03-10, item 23c(1)	Date Edited:	7/25/2005
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A-06-021-33c(2)	Monthly and Other Reports		
Description:	Using the reports function of DART produce a variety of reports including record of total number of documents authenticated each month, customers who have received over the counter and mail service each month, and fees. Also provides report of total number of documents received by mail and over the counter.		
Disposition:	TEMPORARY: Destroy when 5 years old.		
DispAuthNo:	N1-059-03-10, item 23c(2)	Date Edited:	7/25/2005
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A-06-021-33c(3)(a)	Certifications		
Description:	Normal Certification Certificates System generated certificates issued by the Authentication Office certifying the authenticity of the documents.		
Disposition:	TEMPORARY: Produce certificate. Transmit to requester.		
DispAuthNo:	N1-059-03-10, item 23c(3)(a)	Date Edited:	7/25/2005

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A-06-021-33c(3)(b)	Apostilles
Description:	System generated certificates issued by the Authentication Office certifying the authenticity of the documents.
Disposition:	TEMPORARY: Produce certificate. Transmit to requester.
DispAuthNo:	N1-059-03-10, item 23c(3)(b)
Date Edited:	7/27/2005

A-06-021-33d	Documentation
Description:	DARTS software user guide
Disposition:	TEMPORARY: Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	N1-059-03-10, item 23d
Date Edited:	7/25/2005

A-06-021-34	Undeliverable Cases
Description:	Contains authenticated documents, letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, original and copies of transcripts and diplomats. Material has been returned as undeliverable, and there has been no follow up by the requestor.
Disposition:	TEMPORARY: Cutoff at end of month in which document is returned. Delete/destroy 1 year after cutoff.
DispAuthNo:	N1-059-03-10, item 24
Date Edited:	7/26/2005

A-06-021-35	Copies of Certificates of Deposit
Description:	File contains copies of the original certificates, which are sent to Bureau of Resource Management (RM) for processing.
Disposition:	TEMPORARY: Destroy when 3 years old.
DispAuthNo:	N1-059-03-10, item 25
Date Edited:	7/26/2005

A-06-021-36	Precedent Cases
Description:	Contains background material concerning the Amendatory Act approved September 15, 1789 designating the Secretary of State to authenticate using the seal of office. Also includes policies, procedures and precedent uses of the seal.
Disposition:	TEMPORARY: Retire to RSC when 5 years old. Retain for 25 years.
DispAuthNo:	N1-059-03-10, item 26
Date Edited:	7/26/2005

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A-06-021-37 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY: see items 37a and b for specific disposition.

DispAuthNo: N1-059-03-10, item 27 **Date Edited:** 7/26/2005

A-06-021-37a Electronic Mail and Word Processing System Copies

Description: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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

DispAuthNo: N1-059-03-10, item 27a **Date Edited:** 7/26/2005

A-06-021-37b Electronic Mail and Word Processing System Copies

Description: Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-059-03-10, item 27b **Date Edited:** 7/27/2005

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G-8 Summit Planning Organization**A-06-025-01 Executive Director - Program Files**

Description: Includes reports, email messages, background material, and correspondence documenting the activities related to the unique, substantive functions for which the SPO is responsible. Arranged by subject.

Disposition: TEMPORARY. Cut off at end of the Summit. Retain in office area until completion and publication of after action report and retire to Records Service Center. Delete/destroy 10 years after cut off.

DispAuthNo: N1-059-04-1, item 1 **Date Edited:** 4/8/2005

**A-06-025-02 Executive Director - After-Action Report
Arranged by function**

Description: Report with annexes detailing the activities of each of the Summit Planning Organization's functional areas (administration, liaison, communications, accommodations, etc.). The report which is organized by function, documents the activities of the SPO, and serves as a "lessons learned" resource for future summit planning.

Disposition: TEMPORARY. Retire to the Records Service Center upon completion of the Summit and publication of the report. Delete/destroy when 10 years old or when superseded by report of the next U.S. hosted Summit, whichever is sooner.

DispAuthNo: N1-059-04-1, item 2 **Date Edited:** 4/8/2005

A-06-025-03 Executive Director - Daily Activity Records

Description: Files include calendars, appointment books, schedules, logs, diaries, and other records documenting minutes, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity.

Disposition: TEMPORARY: See sub sections 03a & b for specific dispositions.

DispAuthNo: N1-059-04-1, item 3 **Date Edited:** 7/16/2007

A-06-025-03a Executive Director - Daily Activity Records

Description: a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, excluding records relating to official activities of high-level officials.

Disposition: TEMPORARY: Cut off at end of the Summit. Retain in office area until completion of after-action report and retire to Records Service Center. Delete/destroy 2 years after cut off.

DispAuthNo: GRS 23, item 5a **Date Edited:** 4/8/2005

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A-06-025-03b	Executive Director - Daily Activity Records		
Description:	b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files, excluding records related to official activities of high-level officials		
Disposition:	TEMPORARY: Delete/destroy when no longer needed for convenience or reference.		
DispAuthNo:	GRS 23, item 5b	Date Edited:	4/8/2005
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A-06-025-04	Deputy Executive Director - Program Files		
Description:	Includes reports, email messages, memoranda, background material, and general correspondence documenting the activities related to the unique, substantive functions for which the SPO is responsible. Topics include such things as Core Week Schedule, non-government organizations, special interest groups, action item follow-up, administration and internal SPO policy, personnel issues, etc. Arranged by subject.		
Disposition:	TEMPORARY: Cut off at end of summit. Retain in office area until completion of after action report. Delete/destroy upon completion and publication of after action report.		
DispAuthNo:	N1-059-04-1, item 4	Date Edited:	4/8/2005
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A-06-025-05	Deputy Executive Director - Meeting Minutes		
Description:	File contains email, transcripts, or written copies of minutes, agenda, list of attendees, proposals submitted for consideration, action items and final recommendations of meetings with SPO staff, Interagency Governmental Task Force, and other forums involved in summit planning. Arranged by topic or organization.		
Disposition:	TEMPORARY: Cut off at end of the Summit. Retain in office area until completion of after action report. Delete/destroy upon completion of after action report.		
DispAuthNo:	N1-059-04-1, item 5	Date Edited:	4/8/2005
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A-06-025-09	Functional Director - G-8 Summit Planning Organization Web site (http://www.g8usa.gov/) Records
Description:	The G-8 web site is intended to disseminate information (available in other forms) to the public, to report on the activity and operation of the web site, and to collect information needed to complete preparations for the Summit. The website will also collect information, including some personal information, required for the issuance of the Summit credentials. This information will be processed in accordance with the provisions set forth in Department of State Privacy Act System of Records, STATE-36, Security Records. In addition, information is collected for statistical purposes and software programs are used to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.
Disposition:	TEMPORARY: See sub sections 09a through d for specific dispositions.
DispAuthNo:	N1-059-04-1, item 9
Date Edited:	7/16/2007
A-06-025-09a	Functional Director - G-8 Summit Planning Organization Web site (http://www.g8usa.gov/) Records
Description:	a. g8usa.gov Web site Archives Includes a paper copy of all screen printouts of web site pages at any given point in time. The printouts are copies of content material as actually seen by a user as of a specific date. The web site serves as a static repository for summit planning information and will be taken down at the conclusion of the Summit.
Disposition:	TEMPORARY: Cut off at end of the Summit. Hold printouts in current file area until completion of after action report and retire to Records Service Center. Delete/destroy 10 years after cut off.
DispAuthNo:	N1-059-04-1, item 9a
Date Edited:	4/8/2005
A-06-025-09b	Functional Director - G-8 Summit Planning Organization Web Site (http://www.g8usa.gov/) Records
Description:	b. g8usa.gov Web site Content Records Electronic records documenting the content of the g8usa.gov web site. This includes, but will not be limited to personal information on all individuals who have or seek credentials e.g., delegates, media, staff, vendors, etc. who need access to Summit venues (typically those that have designated as NSSE (National Special Security Event) venues). Other information collected includes data about a persons visit to the web site. Any personal information an individual provides in an email message will only be used to respond to the email.
Disposition:	TEMPORARY: Cut off at end of the Summit. Hold records until completion of after action report or superseded by updated information. Retire to Records Service Center upon completion of after action report and delete/destroy 3 years after cut off.
DispAuthNo:	N1-059-04-1, item 9b
Date Edited:	4/8/2005

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A-06-025-09c	Functional Director - G-8 Summit Planning Organization Web Site (http://www.g8usa.gov/) Records
Description:	c. g8usa.gov Feedback and Statistical Reports Electronic records that contain all comments and feedback from web site users. There is also another set of reports, which contain utilization statistics on the web site.
Disposition:	TEMPORARY: Cut off at end of the Summit. Upon completion of after action report retire to Records Service and delete/destroy data 3 years after cut off.
DispAuthNo:	N1-059-04-1, item 9c
Date Edited:	4/8/2005
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A-06-025-09d	Functional Director - G-8 Summit Planning Organization Web Site (http://www.g8usa.gov/) Records
Description:	d. g8usa.gov Maintenance and Operations Records Paper and electronic records documenting g8usa.gov web site maintenance, operations, and program administration.
Disposition:	TEMPORARY: Cut off at end of the Summit. Upon completion of after action report retire to Records Service Center and delete/destroy records 3 years after cut off.
DispAuthNo:	N1-059-04-1, item 9d
Date Edited:	4/8/2005
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A-06-025-10	Functional Director - Duplicate Personnel Files
Description:	Supervisor's personnel files containing correspondence, memoranda, resumes, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, and records on individual employees duplicated in or not appropriate for the employees Official Personnel Folder.
Disposition:	TEMPORARY. Review at end of summit and destroy superseded or obsolete documents; or delete/destroy file relating to an employee within 1 year after separation or completion of summit.
DispAuthNo:	GRS 1, item 18a
Date Edited:	4/8/2005
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A-06-025-11a	Functional Director - Time and Attendance Source Records
Description:	All time and attendance records upon which leave input data is based, such as sign-in sheets, Time and Attendance Reports, Authorization of Premium Compensation; TATEL/PC (draft and final report); Leave Statements; flexible records, and leave applications for jury and military duty. Records may be in either paper or electronic form. Originating office
Disposition:	TEMPORARY. Cut off files annually. Retire to Records Service Center. Delete/destroy after GAO audit or when 6 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 7
Date Edited:	4/8/2005
A-06-025-11b	Functional Director - Time and Attendance Records
Description:	All other office copies.
Disposition:	TEMPORARY. Delete/destroy when no longer needed, or when 2 years old, whichever is sooner.
DispAuthNo:	GRS 23, item 1
Date Edited:	4/8/2005
A-06-025-12a	Functional Director - Leave Slips - Application for Leave
Description:	Includes requests for and approvals of leave. If timecard or TATEL draft has been initialed by employee.
Disposition:	TEMPORARY. Delete/destroy leave slip at end of following pay period.
DispAuthNo:	GRS 2, item 6a
Date Edited:	4/8/2005
A-06-025-12b	Functional Director - Leave Slips - Application for Leave
Description:	If timecard or TATEL draft has not been initialed by employee.
Disposition:	TEMPORARY. Delete/destroy leave slip after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 6b
Date Edited:	4/8/2005

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A-06-025-13	Functional Director - Budget Background Records
Description:	Includes cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
Disposition:	TEMPORARY: Delete/destroy 1 year after the close of the fiscal year covered by the budget.
DispAuthNo:	GRS 5, item 2
Date Edited:	4/8/2005
A-06-025-14	Functional Director - Financial Plans
Description:	Financial plans and related worksheets, reports, and communications.
Disposition:	TEMPORARY: Delete/destroy 3 years after close of fiscal year in which prepared.
DispAuthNo:	N1-059-04-1, item 14
Date Edited:	7/16/2007
A-06-025-15	Functional Director - Appropriation Allotment Files
Description:	Allotment records showing status of obligations and allotments under each authorized appropriation.
Disposition:	TEMPORARY: Delete/destroy 6 years and 3 months after close of fiscal year involved.
DispAuthNo:	GRS 7, item 3
Date Edited:	4/8/2005
A-06-025-16	Functional Director - Expenditure Accounting Posting and Control Files
Description:	Records such as distribution ledgers, registers of interoffice transfers, expenditure voucher file, liquidation memoranda and other series of posting and control media, subsidiary to the allotment ledgers, and not otherwise provided for in this schedule. Included are related communications, reports, tabulations, and worksheets.
Disposition:	TEMPORARY: Delete/destroy when 3 years old.
DispAuthNo:	GRS 7, item 4a
Date Edited:	4/8/2005
A-06-025-17	Functional Director - Allotment Reports
Description:	Monthly reports of allottees, showing current and cumulative to date transactions as reflected in their distribution ledgers. Included are related communications and worksheets.
Disposition:	TEMPORARY: Delete/destroy 4 years after close of fiscal year prepared.
DispAuthNo:	N1-059-04-1, item 17
Date Edited:	7/16/2007

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A-06-025-18	Functional Director - Routine Procurement and Contract Files
Description:	Files contain contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.
Disposition:	TEMPORARY: Cut off at end of the Summit. Delete/destroy upon termination or completion of contract or payment, whichever is later. Note: This excludes files located in the contracting office and finance offices that are responsible for the record copy.
DispAuthNo:	GRS 3, item 3c
Date Edited:	4/8/2005
A-06-025-19	Functional Director - Supplies, Services, and Equipment (General)
Description:	Records relating to the ordering of supplies, requests for office services and equipment requests and receipts. Included are Requisition for Equipment, Supplies, Furniture, Furnishing or Services, Requisition for Publishing, Reproduction, and Distribution Services and related documents.
Disposition:	TEMPORARY: Cut off at end of the Summit. Delete/destroy when 2 years old or when no longer needed, whichever is later. Note: This excludes files located in official files of those offices that are responsible for the record copy.
DispAuthNo:	GRS 23, item 1
Date Edited:	4/8/2005
A-06-025-20	Functional Director - International Merchant Purchase Authorization Card (I.M.P.A.C.) Files
Description:	Includes copies of monthly credit card statements, receipts, and related documentation. Note: Signed original of Monthly Credit Card Statement is maintained by the Office of Resource Management for 6 years and 3 months. Arranged by fiscal year.
Disposition:	TEMPORARY: Cut off at end of the Summit. Retire to Records Service Center. Delete/destroy after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	N1-059-04-1, item 20
Date Edited:	7/16/2007
A-06-025-21	Functional Director - Travel Files
Description:	Includes records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.
Disposition:	TEMPORARY: Cut off at end of the Summit. Retire to Records Service Center. Delete/destroy 2 years after cut off.
DispAuthNo:	GRS 9, item 4a
Date Edited:	4/8/2005

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A-06-025-22	Functional Director - Word Processing and E-Mail Files
Description:	Electronic copies of records, including but not limited to letters, messages, memoranda, reports, handbooks, directives, and manuals, that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.
Disposition:	See items 22a and b.
DispAuthNo:	GRS 23, item 10
Date Edited:	4/8/2005
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A-06-025-22a	Functional Director - Word Processing and E-Mail Files
Description:	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.
Disposition:	TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.
DispAuthNo:	GRS 23, item 10
Date Edited:	4/8/2005
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A-06-025-22b	Functional Director - Word Processing and E-Mail Files
Description:	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.
Disposition:	TEMPORARY: Delete when dissemination, revision, or updating is completed.
DispAuthNo:	GRS 23, item 10
Date Edited:	4/8/2005
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