
U.S. Department of State Records Schedule

Chapter 02: Principal Officers

Deputy Secretary of State

A-02-010-01	Files of the Deputy Secretary of State - Arrange by subject, country, correspondent, type of record or chronologically
Description:	Action memorandums, appointment books, briefing books, briefing memorandums, calendars, correspondence, daily notes and daily schedules, information memorandums, logs, memorandums, memorandums of conversation, notes, official-informal correspondence, reports, speeches (text and transcripts), statements, telegrams, testimony (text and transcripts), trip files, and other documentation on the activities, interests, plans, policies, and responsibilities of the Deputy Secretary.
Disposition:	Permanent. Retire to RSC at the end of the Deputy Secretary's tenure or sooner if necessary. Block files of each Deputy Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-30, item 1
Date Edited:	4/1/1999

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Office of Policy Planning Council

A-02-020-01	Director's Correspondence File - Arrange in chronological order
Description:	Action memorandums, Briefing memorandums, and Information memorandums to the Department's principals and other correspondence.
Disposition:	PERMANENT: At the beginning of a new administration: Retain the last 2 years of the old administration's files in the office and retire the rest to RSC. After two years, retire all of the old administration's files. Offer to the National Archives when 20 years old.
DispAuthNo:	N1-59-89-17, item 1
Date Edited:	4/1/1999
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A-02-020-02	Briefing Books
Description:	Duplicate copies of briefing books prepared by the Secretariat Staff for the Secretary's visits to foreign countries.
Disposition:	Destroy when no longer needed.
DispAuthNo:	Non Record
Date Edited:	8/27/2004
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A-02-020-03	Secretary's Open Forum Master
Description:	This on-line information system contains data on individuals who participate in the Secretary's Open Forum lecture series.
Disposition:	Destroy when active agency use ceases.
DispAuthNo:	NC1-59-83-4, item 24
Date Edited:	4/1/1999
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A-02-020-04	Open Forum Program - Subject File
Description:	Annual reports, correspondence, papers, photographs, and telegrams on Open Forum elections, luncheons, meetings, speakers, and working groups.
Disposition:	Permanent. Cut file off at end of calendar year. Retire to RSC when two years old. RSC transfer to WNRC after five years. Offer to NARA after 30 years.
DispAuthNo:	N1-59-92-2, item 1
Date Edited:	4/1/1999
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A-02-020-05	Open Forum Chairperson's Working File
Description:	Extra copies of correspondence, memorandums, logs, and telegrams on Open Forum and Open Forum Options.
Disposition:	Destroy when material is obsolete, updated or of no future value
DispAuthNo:	N1-59-92-2, item 2
Date Edited:	4/1/1999
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A-02-020-06a **Open Forum Options**

Description: a. Master set of publication "Open Forum Options" (formerly "Open Forum Journal")

Disposition: Permanent. Cut off at end of calendar year. Retire to RSC when two years old. RSC transfer to WNRC after five years. Offer to NARA after 30 years.

DispAuthNo: N1-59-92-2, item 3a **Date Edited:** 4/1/1999

A-02-020-06b(1) **Open Forum Options**

Description: b. Articles for Open Forum Options.

 Background information, draft articles, and notes.

 (1) Articles that have been published.

Disposition: Destroy after three months.

DispAuthNo: N1-59-92-2, item 3b(1) **Date Edited:** 8/6/2007

A-02-020-06b(2) **Open Forum Options**

Description: b. Articles for Open Forum Options.

 Background information, draft articles, and notes.

 (2) Articles that are being held for possible publication in future issues.

Disposition: Block by year. Review annually. See 3b(3)

DispAuthNo: N1-59-92-2, item 3b(2) **Date Edited:** 4/1/1999

A-02-020-06b(3) **Open Forum Options**

Description: b. Articles for Open Forum Options.

 Background information, draft articles, and notes.

 (3) Articles that have been rejected and will never be published.

Disposition: Destroy three months after date of rejection.

DispAuthNo: N1-59-92-2, item 3b(3) **Date Edited:** 4/1/1999

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A-02-020-07 **Open Forum Speakers - Case File**

Description: Biographic information, chairperson remarks, copies of correspondence, Department Notices, invitations, memorandums, newspaper articles, notes relating to the substance of a speech, press releases, schedules, and speeches on foreign policy by well known analysts, consultants, and experts; material provided by the speaker; and photographs.

Disposition: Block annually. Destroy after three years.

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

A-02-020-08 **Open Forum Chronological File**

Description: Correspondence, memorandums, telegrams, notices and other material. (Record copies are incorporated into other series of records.)

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-92-2, item 5 **Date Edited:** 4/1/1999

Under Secretary for Economic Affairs-Front Office

A-02-030-01 **Under Secretary for Economic, Business, and Agricultural Affairs Files**

Description: Action memorandums, briefing memorandums, correspondence, memorandums, memorandums of conversation, minutes of meetings, notes, prepared statements and testimony, reports, schedules, speeches, telegrams, special assistants' files, and other documentation on the activities, plans, and policies of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-7, item 1 **Date Edited:** 4/1/1999

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Under Secretary for Econ. Affairs-Coordinator for Business Affairs**A-02-031-01 Business Organization Files**

Description: Documents reflect public relations activities with such business organizations as the U.S. Chamber of Commerce, the Business Council on International Understanding and the Executive Council on Foreign Diplomats. Included are meetings with Department principles, briefing memos, speaking engagements and invitations, proposed agendas for meetings or conferences, executive summaries, talking points, requests for information or publications and other items of interest concerning industry/business programs.

Disposition: Destroy when five years old or when no longer needed whichever is sooner.

DispAuthNo: N1-59-94-20, item 1 **Date Edited:** 4/1/1999

A-02-031-02 Foreign Commercial Service (FCS) Files - Arranged by country and subject

Description: Documents reflect the Department's responsibilities for the coordination and oversight of commercial programs with the Foreign Commercial Service (FCS) of the Department of Commerce. Included are U.S. business opportunities, business conferences, assistance and support to U.S. firms, foreign investment climate, trade and development program projects, bank lending policies, expo information, trade and export promotion, exploration and identification of potential events for the future, promotion of U.S. trade and foreign assistance development, investment and private enterprise, Interagency Working Group on Private Sector Development, investment initiatives and profiles, commercial activities reports, awards of contracts, foreign buyers program issues, legislation, reports on unfair foreign competition practices, U.S. efforts to combat corruption, U.S. business and economic interest, Trade Promotion Coordinating Committee participation, meetings, background papers, and related correspondence.

Disposition: Destroy when two years old.

DispAuthNo: N1-59-94-20, item 2 **Date Edited:** 4/1/1999

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Office of Equal Employment Opportunity and Civil Rights

A-02-040-01	Official Discrimination Complaint Case Files
Description:	Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.
Disposition:	Destroy four years after resolution of case.
DispAuthNo:	GRS 1, item 25a
Date Edited:	4/1/1999
A-02-040-02	Copies of Complaint Case Files
Description:	Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.
Disposition:	Destroy one year after resolution of case.
DispAuthNo:	GRS 1, item 25b
Date Edited:	4/1/1999
A-02-040-03	Background Files
Description:	Background records not filed in the Official Discrimination Complaint Case Files.
Disposition:	Destroy two years after final resolution of case.
DispAuthNo:	GRS 1, item 25c
Date Edited:	4/1/1999
A-02-040-04a	Compliance Records
Description:	a. Compliance Review Files. Reviews, background papers and correspondence relating to contractor employment practices.
Disposition:	Destroy when seven years old.
DispAuthNo:	GRS 1, item 25d(1)
Date Edited:	4/1/1999
A-02-040-04b	Compliance Records
Description:	b. EEO Compliance Reports
Disposition:	Destroy when three years old.
DispAuthNo:	GRS 1, item 25d(2)
Date Edited:	4/1/1999

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A-02-040-05	Employee Housing Requests		
Description:	Forms requesting agency assistance in housing matters, such as rental or purchase.		
Disposition:	Destroy when one year old.		
DispAuthNo:	GRS 1, item 25e	Date Edited:	4/1/1999
A-02-040-06	Employment Statistics Files		
Description:	Employment statistics relating to race and sex.		
Disposition:	Destroy when five years old.		
DispAuthNo:	GRS 1, item 25f	Date Edited:	4/1/1999
A-02-040-07	EEO General Files		
Description:	General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.		
Disposition:	Destroy when three years old, or when superseded or obsolete, whichever is applicable.		
DispAuthNo:	GRS 1, 25g	Date Edited:	4/1/1999
A-02-040-08a	EEO Affirmative Action Plans (AAP)		
Description:	a. Agency copy of consolidated AAP(s).		
Disposition:	Destroy five years from date of plan.		
DispAuthNo:	GRS 1, item 25h(1)	Date Edited:	4/1/1999
A-02-040-08b	EEO Affirmative Action Plans (AAP)		
Description:	b. Agency feeder plan to consolidate AAP(s).		
Disposition:	Destroy five years from date of feeder plan or when administrative purposes have been served, whichever is sooner.		
DispAuthNo:	GRS 1, item 25h(2)	Date Edited:	4/1/1999
A-02-040-08c	EEO Affirmative Action Plans (AAP)		
Description:	c. Report of on-site reviews of Affirmative Action Programs.		
Disposition:	Destroy five years from date of report.		
DispAuthNo:	GRS 1, item 25h(3)	Date Edited:	4/1/1999

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A-02-040-08d	EEO Affirmative Action Plans (AAP)		
Description:	d. Agency copy of annual report of Affirmative Action accomplishments.		
Disposition:	Destroy five years from date of report.		
DispAuthNo:	GRS 1, item 25h(4)	Date Edited:	4/1/1999
A-02-040-09	Photos of Notables		
Description:	Still pictures, labeled and unlabeled, of prominent women (cabinet members, diplomats, and private individuals).		
Disposition:	TEMPORARY: Destroy upon approval of schedule		
DispAuthNo:	N1-059-07-10, item 1	Date Edited:	1/8/2008
A-02-040-10	Audio and Video Tapes of Notables		
Description:	Audio and video tapes of and used in EEO presentations.		
Disposition:	TEMPORARY: Destroy upon approval of schedule		
DispAuthNo:	N1-059-07-10, item 2	Date Edited:	1/8/2008
A-02-040-11	Textual Records of Notables		
Description:	Miscellaneous records relating to workforce statistics, general files on EEO issues, and the women's class action lawsuit.		
Disposition:	TEMPORARY: Destroy upon approval of schedule		
DispAuthNo:	N1-059-07-10, item 3	Date Edited:	1/8/2008

Ombudsman

A-02-043-01	Program Files.		
Description:	Arranged chronologically or by subject. Memorandums, reports, e-mail messages, correspondence, notes, drafts, studies, publications, notices, and other materials relating to the work and activities of the Ombudsman for Civil Service Employees.		
Disposition:	TEMPORARY. Retire to a records storage facility immediately. Destroy in 2028.		
DispAuthNo:	N1-59-04-08, item 1	Date Edited:	4/4/2005

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Under Secretary for Political Affairs

A-02-050-01 Subject File - Arrange by TAGS and Terms

Description: Action memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on the activities and responsibilities of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

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

A-02-050-02 Chronological File - Arrange chronologically by date

Description: Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

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

A-02-050-03 Speech and Testimony File - Arrange chronologically

Description: Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-4, item 3 **Date Edited:** 4/1/1999

A-02-050-04 Appointment Books, Calendars, and Logs

Description: Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary.

Disposition: Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block records of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

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

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Under Secretary for Management-Front Office

A-02-060-01 Management Correspondence Files

Description: Consist of policy and procedural files of the Under Secretary for Management. Contains memorandums, reports and correspondence relating to management of the Department of State.

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

DispAuthNo: N1-59-88-23, item 1

Date Edited:

4/1/1999

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Under Secretary for Management-General

A-02-061-01a	General Subject Files		
Description:	a. Management Operations Policy File. Includes memorandums, correspondence telegrams, position papers, and reports providing recommendations on the organization and management of the Department of State and the Foreign Service to effectively improve its role in the development and execution of foreign policy. Includes involvement in Conferences, Working Groups, Task Forces, etc. in formulating and implementing policy programs.		
Disposition:	Permanent. Transfer to WNRC when five years old. Offer to NARA when 30-years old in five year blocks.		
DispAuthNo:	NC1-59-84-4, item 1a	Date Edited:	4/1/1999
A-02-061-01b	General Subject Files		
Description:	b. Budgetary Planning: Consists of correspondence, memorandums, fiscal data, and reports on budgetary planning and policy goals of Department bureaus and overseas posts. (Excludes records covered by Chapter 5).		
Disposition:	Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.		
DispAuthNo:	NC1-59-84-4, item 1b	Date Edited:	4/1/1999
A-02-061-01c	General Subject Files		
Description:	c. Staffing Needs: Includes correspondence, memorandums telegrams, and inspection reports on personnel planning to improve the operations of the Department and overseas posts. Covers guidelines for personnel reductions and resource needs.		
Disposition:	Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.		
DispAuthNo:	NC1-59-84-4, item 1c	Date Edited:	4/1/1999
A-02-061-02	Overseas Presence of the United States (OPUS I and OPUS II)		
Description:	An automated system used to track and monitor US Government agency positions overseas, excluding those not under the authority of the Chief of Mission. (NC1-59-83-4, item 20)		
Disposition:	Destroy when information is obsolete or no longer needed.		
DispAuthNo:	N1-59-88-10, item 1	Date Edited:	4/1/1999

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A-02-061-03 Post Profile System

Description: An automated system used to produce profiles of Foreign Service posts overseas, as well as country, regional or world profiles, used for management policy and planning purposes, trend reporting, etc.

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-59-88-12, item 1

Date Edited: 4/1/1999

A-02-061-04 Position Control System (PCS)

Description: An automated system used to track and monitor State Department American full-time positions, both domestic and overseas. (NC1-59-83-4, item 21)

Disposition: Destroy when information is obsolete or no longer needed.

DispAuthNo: N1-59-88-11, item 1

Date Edited: 4/1/1999

Under Secretary for Management-Committee Control

A-02-062-01 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved

Date Edited: 12/13/2000

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Under Secretary for Management-White House Liaison

A-02-063-01 General Personnel File - Arranged alphabetically

Description: Files on individuals who have applied for positions with the State Department and were not hired. Includes resumes, correspondence, memorandums, biographic information, letters of recommendations, etc.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 1 **Date Edited:** 4/1/1999

A-02-063-02 Political Appointee Briefing Books

Description: General information on political appointees, i.e. organization charts, procedures, notes on potential appointees, White House comments, etc.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 2 **Date Edited:** 4/1/1999

A-02-063-03 Memorandums to the President

Description: Duplicates of memorandums to the President recommending political appointees. Includes outgoing memorandum to the White House and incoming from the White House with approval or disapproval and notes regarding the recommendations.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 3 **Date Edited:** 4/1/1999

A-02-063-04 United Nations - Political Appointees

Description: Files on political appointees to the United Nations and Councils. Contains copies of recommendations for appointments, biographic information, resumes, and any other information pertaining to the appointee.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-25, item 4 **Date Edited:** 4/1/1999

A-02-063-05 Speechwriters

Description: Resumes submitted by the White House on individuals interested in positions as speechwriters.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-25, item 5 **Date Edited:** 4/1/1999

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A-02-063-06 **Presidential Boards and Commissions**
Description: Appointments by the Secretary of State for Presidential Boards and Commissions. Contains copies of memorandums of appointments, recommendations, resumes, etc.
Disposition: Destroy upon change of Administration
DispAuthNo: N1-59-93-25, item 6 **Date Edited:** 4/1/1999

A-02-063-07 **Ambassadors Nomination Package**
Description: Copies of documents concerning nominations for ambassadors arranged alphabetically. Contains internal memorandums, White House correspondence, biographic information, nomination paperwork, background information, etc.
Disposition: Destroy upon change of Administration.
DispAuthNo: N1-59-93-25, item 7 **Date Edited:** 4/1/1999

A-02-063-08 **Current Ambassadors**
Description: Copies of documents on current ambassadors containing information on appointments, committee hearings, press releases, biographic information, newspaper articles, memorandums of approval from the White House, etc. Files are arranged (1) alphabetically and (2) by country.
Disposition: Destroy upon change of Administration.
DispAuthNo: N1-59-93-25, item 8 **Date Edited:** 4/1/1999

A-02-063-09 **Resignation of Ambassadors**
Description: Files on resignation of ambassadors during the current Administration. Contains copies of the letter of resignation.
Disposition: Destroy upon change of Administration.
DispAuthNo: N1-59-93-25, item 9 **Date Edited:** 4/1/1999

A-02-063-10 **Senior Executive Service (SES)**
Description: Printout of database of individuals in the SES containing name of person, date promoted, office, date left office, etc.
Disposition: Destroy when no longer needed.
DispAuthNo: N1-59-93-25, item 10 **Date Edited:** 4/1/1999

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A-02-063-11 Schedule C, Non-Career SES Appointments

Description: Notebooks and files on all Schedule C and Non-Career SES appointments in the State Department. Contains copy of resumes, memorandum of recommendation, position description, copy of SF-171, copy of financial disclosures, etc.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 11 **Date Edited:** 4/1/1999

A-02-063-12 Presidential Delegation File

Description: Files on individuals appointed to Presidential Delegations. Contains biographic information, resumes, application for position, financial disclosures, notes and related documentation.

Disposition: Destroy upon change of Administration.

DispAuthNo: N1-59-93-25, item 12 **Date Edited:** 4/1/1999

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Under Secretary for Mgt.-Moscow Embassy Bldg. Control Office**A-02-064-01a Alphabetical Subject and Correspondence Files**

Description: a. Correspondence, memorandums, reports, telegrams, briefing materials, and other documentation relating to the construction of the Moscow building, relations with contractors, and efforts of Soviets to compromise its security.

Disposition: Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 1)

DispAuthNo: N1-59-00-20, item 1a **Date Edited:** 4/9/2001

A-02-064-01b Alphabetical Subject and Correspondence Files

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

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

DispAuthNo: N1-59-00-20, item 1b **Date Edited:** 4/9/2001

A-02-064-02a Counter Intelligence Files

Description: a. Correspondence and other records relating to policy issues in the renovation of the Moscow Embassy.

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

DispAuthNo: N1-59-00-20, item 2a **Date Edited:** 4/9/2001

A-02-064-02b Counter Intelligence Files

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

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

DispAuthNo: N1-59-00-20, item 2b **Date Edited:** 4/9/2001

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A-02-064-03a	Studies Files		
Description:	a. Studies of all aspects of the construction of the Moscow Embassy Building. Includes special studies of the Soviet effort to penetrate the embassy building and American counter-measure.		
Disposition:	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 2)		
DispAuthNo:	N1-59-00-20, item 3a	Date Edited:	4/9/2001

A-02-064-03c	Studies Files		
Description:	b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-20, item 3b	Date Edited:	6/11/2007

A-02-064-04a	Shipping Files		
Description:	a. Documents relating to shipments of supplies and equipment to Moscow for use in the building. Includes purchase orders, requisitions, packing orders and lists, notifications of shipment and copies of invoices, and other related correspondence.		
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old. (N1-59-93-17, item 4)		
DispAuthNo:	N1-59-00-20, item 4a	Date Edited:	6/11/2007

A-02-064-04b	Shipping Files		
Description:	b. Transit certification documentation of shipments.		
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 50 years old.		
DispAuthNo:	N1-59-00-20, item 4b	Date Edited:	4/9/2001

A-02-064-04c	Shipping Files		
Description:	c. Electronic version of records created by electronic mail or word processing applications.		
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-00-20, item 4c	Date Edited:	4/9/2001

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A-02-064-05a	Contractor Files
Description:	a. Arranged by name of contractor. Correspondence, copies of contracts, invoices, receipts for payments for services and Faxes relating to activities of contractors involved in construction of the Moscow Embassy Building. (Excludes files on contractors maintained in the Alphabetical Subject and Correspondence Files.)
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy 6 years 3 months after final payment. (N1-59-93-17, item 5)
DispAuthNo:	N1-59-00-20, item 5a
Date Edited:	4/1/1999
A-02-064-05b	Contractor Files
Description:	b. Security Contract Files - Security clearances, inspection reports and key security correspondence.
Disposition:	Temporary. Transfer to RSC for immediate transfer to WRNC. Destroy when 25 years old.
DispAuthNo:	N1-59-00-20, item 5b
Date Edited:	4/9/2001
A-02-064-05c	Contractor Files
Description:	c. Electronic version of records created by electronic mail or word processing applications.
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-20, item 5c
Date Edited:	4/9/2001
A-02-064-06a	Tour of Duty Reports
Description:	a. Daily reports of security related activities in and around the Embassy. Includes printouts, daily report sheets, personnel rotation logs, system check reports, property inventory reports, etc.
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old.
DispAuthNo:	N1-59-00-20, item 6a
Date Edited:	4/1/1999

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A-02-064-06b	Tour of Duty Reports
Description:	b. Electronic version of records created by electronic mail or word processing applications.
Disposition:	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-00-20, item 6b
Date Edited:	4/9/2001

A-02-064-07	Security Videotapes
Description:	Videotapes relate to 24-hour security surveillance in and around the Embassy. (VHS formatted)
Disposition:	Temporary. Transfer to RSC for immediate transfer to WNRC, Destroy when 25 years old.
DispAuthNo:	N1-59-00-20, item 7
Date Edited:	4/1/1999

A-02-064-08	Slides and Videotapes
Description:	Slides and Videotapes documenting the construction of the Moscow Embassy Building and examination of the Soviet effort at penetration.
Disposition:	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 7)
DispAuthNo:	N1-59-00-20, item 8
Date Edited:	4/9/2001

A-02-064-09	Photographs
Description:	Black and white and color photos of the Moscow Embassy construction site at different levels of completion.
Disposition:	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-00-20, item 9
Date Edited:	4/9/2001

A-02-064-10a	Design and Construction Drawings and Plans
Description:	a. Design drawings and as-built records.
Disposition:	Permanent. Transfer Master Set to the Foreign Buildings Office (FBO). Maintain a set of Blueprints at Embassy for maintenance and services. (N1-59-93-17, item 6)
DispAuthNo:	N1-59-00-20, item 10a
Date Edited:	4/9/2001

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A-02-064-10b Design and Construction and Plans**Description:** b. All other copies.**Disposition:** Temporary. Destroy immediately upon approval of this schedule.**DispAuthNo:** N1-59-00-20, item 10b**Date Edited:**4/9/2001

A-02-064-10c Design and Construction Drawings and Plans**Description:** c. Request for Information (RFI) submittals.**Disposition:** Temporary. Destroy immediately upon approval of this schedule.**DispAuthNo:** N1-59-00-20, item 10c**Date Edited:**4/9/2001

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Under Secretary for Global Affairs (G)

A-02-065-01a **The President's Interagency Council on Women (PICW) Files. (1993-2001)**

1. Program and Event File.

Description: a. File consists of activity records, briefing memorandums, presentations, agendas, participant bios, minutes, miscellaneous correspondence, and other materials relating to the event for official conferences and meetings. They are the full official record for each event. Files are organized by event and maintained in a file cut off at the end of each calendar year.

Disposition: PERMANENT: Retire to Records Service Center (RSC) when five years old or when no longer needed in the office. Transfer to WNRC when 10 years old. Transfer to National Archives when 30 years old. (New item)

DispAuthNo: N1-59-01-06, item 1a **Date Edited:** 10/12/2001

A-02-065-01b **The President's Interagency Council on Women (PICW) Files. (1993-2001)**

1. Program and Event File.

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-59-01-06, item 1b **Date Edited:** 10/12/2001

A-02-065-02a **2. Background briefing and Materials File.**

Description: a. Materials used at public briefings for Non-Government Organizations (NGOs) and others.

Disposition: TEMPORARY: Maintain for three years, then destroy.

DispAuthNo: N1-59-01-06, item 2a **Date Edited:** 10/12/2001

A-02-065-02b **2. Background briefing and Materials File.**

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-59-01-06, item 2b **Date Edited:** 10/12/2001

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A-02-065-03a	3. Periodic Activity Reports.		
Description:	a. Periodic reports to management detailing the activities of the PICW.		
Disposition:	TEMPORARY: Maintain for three years, then destroy.		
DispAuthNo:	N1-59-01-06, item 3a	Date Edited:	10/12/2001
A-02-065-03b	3. Periodic Activity Reports.		
Description:	b. Electronic copies produced on electronic mail and word processing systems.		
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-06, item 3b	Date Edited:	10/12/2001
A-02-065-04a	4. Routine Administrative File.		
Description:	a. Routine logistic and administrative material related to running the office, including procedures manual.		
Disposition:	TEMPORARY: Destroy when two years old. (GRS 23, item 1)		
DispAuthNo:	N1-59-01-06, item 4a	Date Edited:	10/12/2001
A-02-065-04b	4. Routine Administrative File.		
Description:	b. Electronic copies produced on electronic mail and word processing system. 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: Destroy/delete within 180 days after the recordkeeping copy has been produced. (GRS 23, item 10a)		
DispAuthNo:	N1-59-01-06, item 4b	Date Edited:	10/15/2001
A-02-065-05a	Budget and Financial File.		
Description:	a. Budget and financial plans, worksheets, reports and other financial documents used in preparation of annual budget. Cut off file at end of fiscal year.		
Disposition:	TEMPORARY: Destroy one year after close of fiscal year covered by the budget. (GRS 5, item 2)		
DispAuthNo:	N1-59-01-06, item 5a	Date Edited:	10/15/2001

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A-02-065-05b Budget and Financial File.

Description: b. Electronic copies of records that are created on electronic mail and word processing systems.

Disposition: TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced. (GRS 5, item 5a)

DispAuthNo: N1-59-01-06, item 5b **Date Edited:** 10/15/2001

A-02-065-06a Biographic and Contact Names File contains little department-produced information.

Description: a. File contains biographic descriptions of PICW agency members and other involved in program activities. Personal contact information (addresses, phone/fax numbers, and other information) on all government representatives and NGO contacts.

Disposition: TEMPORARY: Destroy when person is no longer a member or non-government organizations (NGOs) participant.

DispAuthNo: N1-59-01-06, item 6a **Date Edited:** 10/15/2001

A-02-065-06b Biographic and Contact Names File contains little department-produced information.

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-59-01-06, item 6b **Date Edited:** 10/15/2001

A-02-065-07a(1) PICW Publications File - PICW publications and open source reference materials.

Description: a. Official PICW publications:

1. Record copy. One copy of each PICW publication.

Disposition: PERMANENT: Maintain annual file and retire to RSC when three years old. Transfer to WNRC after 10 years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-01-06, item 7a(1) **Date Edited:** 10/15/2001

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A-02-065-07a(2)	PICW Publications File - PICW publications and open source reference materials.
Description:	a. Official PICW publications: 2. Supplemental copies.
Disposition:	TEMPORARY: Destroy remaining copies when three years old.
DispAuthNo:	N1-59-01-06, item 7a(2) Date Edited: 10/15/2001
A-02-065-07b	PICW Publications file - PICW publications and open source reference materials.
Description:	b. Electronic copies produced on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.
DispAuthNo:	N1-59-01-06, item 7b Date Edited: 10/15/2001
A-02-065-07c	PICW Publications file - PICW publications and open source reference materials.
Description:	c. Open Source materials. Books, magazines, and other publications retained for reference purposes.
Disposition:	TEMPORARY: Dispose of when no longer needed for reference.
DispAuthNo:	N1-59-01-06, item 7c Date Edited: 10/15/2001

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Under Secretary for Public Diplomacy and Public Affairs (R)

A-02-066-01 **Under Secretary Files**

Subject File

Description: File contains correspondence, notes, reports, memoranda, memcons, special requests, briefing books, trip logs, and other materials, both originals and copies, including supporting records (papers, correspondence, raw data, comments, drafts, etc.) Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-59-03-06, item 1 **Date Edited:** 8/8/2007

A-02-066-02 **Chronological File**

Description: File contains extra copies of communications, correspondence, and other documents arranged in order of occurrence alphabetically by post, division, or other method, and used as a general reading or reference file.

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-59-03-06, item 2 **Date Edited:** 8/8/2007

A-02-066-03 **Speeches**

Description: Text versions of speeches by the Under Secretary. Recordkeeping copy (paper).

Disposition: PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

DispAuthNo: N1-59-03-06, item 3 **Date Edited:** 9/14/2004

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A-02-066-04a	Schedules of Daily Activities
Description:	File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity: Records Containing substantive information, which have not been incorporated in memoranda, reports, correspondence, or other official records. Recordkeeping copy (paper).
Disposition:	PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.
DispAuthNo:	N1-59-03-06, item 4a
Date Edited:	8/8/2007

A-02-066-04b	Schedules of Daily Activities
Description:	File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity: Records contain routine non-substantive information. Includes simple lists of dates, times, and names or places of appointments.
Disposition:	TEMPORARY: These records can be destroyed at the end of incumbency.
DispAuthNo:	N1-59-03-06, item 4b
Date Edited:	12/2/2003

A-02-066-05	Administrative File.
Description:	File contains records of the internal administration and housekeeping activities of the office rather than the functions for which the office exists. Recordkeeping copy (paper).
Disposition:	TEMPORARY: cut off at end of calendar year. Destroy records when 2 years old.
DispAuthNo:	GRS 23, item 1
Date Edited:	12/2/2003

A-02-066-06	Personal Assistant Subject File.
Description:	File Contains correspondence, memcons, memoranda, reports, briefings, and related materials. Recordkeeping copy (paper).
Disposition:	PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.
DispAuthNo:	N1-59-03-06, item 6
Date Edited:	12/2/2003

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A-02-066-07	Meetings File		
Description:	File contains correspondence, memcons, memoranda, reports, briefings, and other materials related to proposed and scheduled meetings. Recordkeeping copy (paper).		
Disposition:	PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Records Service Center will transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks.		
DispAuthNo:	N1-59-03-06, item 7	Date Edited:	12/2/2003

A-02-066-08	Correspondence File		
Description:	File contains correspondence, resumes, and related materials received from non-government sources. Recordkeeping copy (paper).		
Disposition:	TEMPORARY: Destroy when 3 years old.		
DispAuthNo:	N1-059-03-06, item 8	Date Edited:	10/26/2007

A-02-066-09	Reference File		
Description:	File contains duplicate copies of records maintained elsewhere in this schedule. Retained for reference purposes only.		
Disposition:	TEMPORARY: Destroy when no longer needed for reference. (non-record)		
DispAuthNo:	N1-059-03-06, item 9	Date Edited:	12/2/2003

A-02-066-10a	Electronic Mail and Word Processing System Copies		
Description:	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by 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.</p> <p>a. 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 used only to produce the recordkeeping copy.</p>		
Disposition:	TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.		
DispAuthNo:	N1-059-03-06, item 10a	Date Edited:	10/26/2007

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A-02-066-10b

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 recordkeeping copy of the records covered by 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.

b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

Disposition:

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

DispAuthNo:

N1-59-03-06, item 10b

Date Edited:

12/2/2003

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A-02-070-02b	Project Files		
Description:	Documents reflect involvement in a wide range of management issues relating to developing and implementing policies and procedures impacting U.S. presence overseas. Included are management studies, overseas staffing reviews and reports, working groups, task forces, e-mail messages and other related initiatives to oversee and protect US personnel abroad. b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	Delete when file copy is generated or when no longer needed for reference or updating.		
DispAuthNo:	N1-59-99-16, item 2b	Date Edited:	12/13/2000
A-02-070-03a	Mission Program Plans		
Description:	Arranged by country. Master files reflect five year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus. a. Recordkeeping copy (paper).		
Disposition:	Permanent. Retain one year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-97-2, item 1)		
DispAuthNo:	N1-59-99-16, item 3a	Date Edited:	7/11/2007
A-02-070-03b	Mission Program Plans		
Description:	Arranged by country. Master files reflect five year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus. b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-99-16, item 3b	Date Edited:	7/11/2007

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A-02-070-04a **Bureau Program Plans**

Description: Arranged by functional and geographic bureau. Master files reflect five year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retain one year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
(N1-59-97-2, item 2)

DispAuthNo: N1-59-99-16, item 4a **Date Edited:** 12/13/2000

A-02-070-04b **Bureau Program Plans**

Description: Arranged by functional and geographic bureau. Master files reflect 5-year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

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

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

DispAuthNo: N1-59-99-16, item 4b **Date Edited:** 4/1/1999

A-02-070-05a **Office of Inspector General (OIG) Files**

Description: Arranged by region, country, and bureau. Documents reflect copies of reports and follow-up reviews of domestic and regional inspections conducted by the OIG. Included are action memorandums presenting issues for discussion and essential factors for the attention of the Under Secretary for Management, OIG compliance memorandums, telegrams, e-mail messages, general information as well as draft copies of reports for comment.

a. Recordkeeping copy (paper).

Disposition: Destroy when 10 years old or when no longer needed for current operations, whichever is sooner.

DispAuthNo: N1-59-99-16, item 5a **Date Edited:** 12/13/2000

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A-02-070-05b Office of Inspector General (OIG) Files

Description: Arranged by region, country, and bureau. Documents reflect copies of reports and follow-up reviews of domestic and regional inspections conducted by the OIG. Included are action memorandums presenting issues for discussion and essential factors for the attention of the Under Secretary for Management, OIG compliance memorandums, telegrams, e-mail messages, general information as well as draft copies of reports for comment.

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

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

DispAuthNo: N1-59-99-16, item 5b **Date Edited:** 12/13/2000

A-02-070-06a(1) Special Embassy Program (SEP) Files

Description: a. Policies and Procedures. Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

(1) Recordkeeping Copy (paper).

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

DispAuthNo: N1-59-99-16, item 8a(1) **Date Edited:** 6/11/2007

A-02-070-06a(2) Special Embassy Program (SEP) Files

Description: a. Policies and Procedures. Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

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

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

DispAuthNo: N1-59-99-16, item 8a(2) **Date Edited:** 6/11/2007

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A-02-070-06b(1)	Special Embassy Program (SEP) Files
Description:	b. Post Files. Documents reflect establishment of positions, proposals for approval of US Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence. (1) Recordkeeping copy (paper).
Disposition:	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 8b(1)
Date Edited:	6/11/2007
A-02-070-06b(2)	Special Embassy Program (SEP) Files
Description:	b. Post Files. Documents reflect establishment of positions, proposals for approval of US Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 8b(2)
Date Edited:	6/11/2007
A-02-070-06c(1)	Special Embassy Program (SEP) Files
Description:	c. General Issues. Included are e-mail messages, telegrams and memorandums on the establishment of positions, increased staffing levels, proposals for staffing positions and related correspondence. (1) Recordkeeping copy (paper)
Disposition:	Permanent. Transfer to the RSC when three years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 8c(1)
Date Edited:	6/11/2007

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A-02-070-06c(2)	Special Embassy Program (SEP) Files
Description:	<p>c. General Issues. Included are e-mail messages, telegrams and memorandums on the establishment of positions, increased staffing levels, proposals for staffing positions and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 8c(2)
Date Edited:	6/11/2007
A-02-070-07a(1)	Accountability Review Board (ARB) Files
Description:	<p>Documents reflect the establishment of review boards as a result of serious injury, loss of life, or significant destruction of property at or related to a USG mission abroad or in any case of serious breach of security.</p> <p>a. Policies, procedures and background information.</p> <p>(1) Recordkeeping copy (paper).</p>
Disposition:	Permanent. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 9a(1)
Date Edited:	6/11/2007
A-02-070-07a(2)	Accountability Review Board (ARB) Files
Description:	<p>Documents reflect the establishment of review boards as a result of serious injury, loss of life, or significant destruction of property at or related to a USG mission abroad or in any case of serious breach of security.</p> <p>a. Policies, procedures and background information.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 9a(2)
Date Edited:	6/11/2007

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A-02-070-07b(1)	Accountability Review Board (ARB) Files
Description:	b. Country and Subject Files. Consists of minutes of ARB meetings, lists of attendees, situation reports, briefing materials, investigative proceedings, reports to Congress on recommendations of the ARB, e-mail messages and other related correspondence. (1) Recordkeeping copy (paper)
Disposition:	Permanent. Retire to RSC when five years old for transfer to WNRC. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 9b(1)
Date Edited:	6/11/2007
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A-02-070-07b(2)	Accountability Review Board (ARB) Files
Description:	b. Country and Subject Files. Consists of minutes of ARB meetings, lists of attendees, situation reports, briefing materials, investigative proceedings, reports to Congress on recommendations of the ARB, e-mail messages and other related correspondence. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180-days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 9b(2)
Date Edited:	6/11/2007
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A-02-070-08	Overseas Presence of the United States (OPUS I and II)
Description:	This system provides the Department with information on USG direct-hire positions overseas. M/P uses this data to prepare reports on USG positions on a country, regional, and worldwide basis. Data includes activity identification, sponsoring agency, country, and State Department organizational code.
Disposition:	Temporary. Delete information when obsolete or no longer needed. (N1-59--88-10, item 1)
DispAuthNo:	N1-59-99-16, item 10
Date Edited:	6/11/2007
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A-02-070-09	State Database
Description:	This system contains data on each American full-time position in the State Department on a worldwide basis. M/P uses this data to monitor and count the movement of positions within the Department over periods of time and provide actual and authorized position strength. Data includes the position ID number, appropriation code, office code, funding code, fiscal year, allotment code, occupation position title, grade level, type of position and skill code.
Disposition:	Temporary. Delete information when obsolete or no longer needed. (N1-59-88-11, item 1)
DispAuthNo:	N1-59-99-16, item 11
Date Edited:	6/11/2007

A-02-070-10	DS-1670, Request for Position Data Action Files
Description:	Arranged by bureau. Data reflects American full-time positions in the State Department on a worldwide basis. These forms are the source for information in State Database.
Disposition:	Destroy when five years old.
DispAuthNo:	N1-59-99-16, item 12
Date Edited:	6/11/2007

A-02-070-11a	National Security Decision Directive (NSDD) 38 Case Files (all agencies/activities, unless otherwise noted)
Description:	Arranged by agency, activity, region and country. Included are copies of memoranda, telegrams, e-mail messages covering issues for decision, appeals, funding of positions, etc. a. Recordkeeping copy (paper)
Disposition:	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 6a
Date Edited:	6/11/2007

A-02-070-11b	NSDD 38 Case Files (all agencies/activities, unless otherwise noted)
Description:	Arranged by agency, activity, region and country. Included are copies of memoranda, telegrams, e-mail messages covering issues for decision, appeals, funding of positions, etc. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 6b
Date Edited:	6/11/2007

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A-02-070-12a(1)	Special NSDD 38 Case Files
Description:	a. AID-Regional Inspector General (RIG) Staffing Files. Arranged by subject and region. Documents reflect legislation governing the Regional Inspection Groups overseas. Included are action memorandums, memorandums to the file and telegrams regarding current and planned staffing levels, proposed legislation, staffing proposals, congressional requests for data on staffing, talking points, appeals, funding, e-mail messages and related correspondence. (1) Recordkeeping copy (paper).
Disposition:	Permanent. Retire to RSC when 10 years for transfer to the WNRC. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 7a(1)
Date Edited:	6/11/2007
A-02-070-12a(2)	Special NSDD 38 Case Files
Description:	a. AID-Regional Inspector General (RIG) Staffing Files. Arranged by subject and region. Documents reflect legislation governing the Regional Inspection Groups overseas. Included are action memorandums, memorandums to the file and telegrams regarding current and planned staffing levels, proposed legislation, staffing proposals, congressional requests for data on staffing, talking points, appeals, funding, e-mail messages and related correspondence. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 7a(2)
Date Edited:	6/11/2007
A-02-070-12b(1)	Special NSDD 38 Case Files
Description:	b. CIA Case Files: Arranged by subject and region. Documents reflect policies, procedures, guidelines, reports and briefings on Intelligence Community issues such as staffing and reporting of overseas positions and station closings. Included are talking points, intelligence staffing overseas proposals, NIS Working Group documents, e-mail messages and related correspondence. (1) Recordkeeping copy (paper).
Disposition:	Permanent. Retire to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 7b(1)
Date Edited:	6/11/2007

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A-02-070-12b(2)	Special NSDD 38 Case Files
Description:	<p>b. CIA Case Files. Arranged by subject and region. Documents reflect policies, procedures, guidelines, reports and briefings on Intelligence Community issues such as staffing and reporting of overseas positions and station closings. Included are talking points, intelligence staffing overseas proposals, NIS Working Group documents, e-mail messages and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
Disposition:	Destroy/delete within 180 days after record keeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 7b(2)
Date Edited:	6/11/2007
A-02-070-12c(1)	Special NSDD 38 Case Files
Description:	<p>c. Department of Defense (DOD) Cases Files. Arranged by country. Documents reflect security responsibilities for DOD elements and personnel overseas. Included are annual reports on DOD elements, responses to congressional and other requests for information, position updates, staffing level proposals, restructuring initiatives, briefing materials, schedules for GAO reviews, e-mail messages and related correspondence.</p> <p>(1) Recordkeeping copy (paper).</p>
Disposition:	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-59-99-16, item 7c(1)
Date Edited:	6/11/2007
A-02-070-12c(2)	Special NSDD 38 Case Files
Description:	<p>c. Department of Defense (DOD) Cases Files: Arranged by country. Documents reflect security responsibilities for DOD elements and personnel overseas. Included are annual reports on DOD elements, responses to congressional and other requests for information, position updates, staffing level proposals, restructuring initiatives, briefing materials, schedules for GAO reviews, e-mail messages and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
Disposition:	Destroy/delete within 180 days after record keeping copy has been produced.
DispAuthNo:	N1-59-99-16, item 7c(2)
Date Edited:	6/11/2007

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Under Secretary for Arms Control and International Security Affairs

A-02-080-01a	Subject File - Arrange by TAGS and Terms		
Description:	a. Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, logs, meeting agendas and minutes, memorandums of conversation, minutes, prepared statements, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, technology, and trips.		
Disposition:	Permanent. Close at end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-59-90-22, item 1)		
DispAuthNo:	N1-59-01-07, item 1a	Date Edited:	1/22/2002
A-02-080-01b	Subject File - Arrange by TAGS and Terms.		
Description:	b. Electronic copies created on electronic mail and word processing systems.		
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-07, item 1b	Date Edited:	1/22/2002
A-02-080-02a	Country File - Arrange by country names		
Description:	a. Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, memorandums, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, science, space affairs, and technology.		
Disposition:	Permanent. Close at end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-59-90-22, item 2)		
DispAuthNo:	N1-59-01-07, item 2a	Date Edited:	1/22/2002
A-02-080-02b	Country File - Arrange by country names.		
Description:	b. Electronic copies created on electronic mail and word processing systems.		
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-07, item 2b	Date Edited:	1/22/2002

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A-02-080-03a	Chronological File
Description:	a. Action memorandums, briefing memorandums, correspondence, information memorandums, memorandums of conversation, reports, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, science, security assistance, space affairs, and technology.
Disposition:	Permanent. Close at end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-59-90-22, item 3)
DispAuthNo:	N1-59-01-07, item 3a
Date Edited:	1/22/2002
A-02-080-03b	Chronological File.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-59-01-07, item 3b
Date Edited:	1/22/2002
A-02-080-04a	Speech and Testimony File - Arrange Chronologically.
Description:	a. File contains speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.
Disposition:	PERMANENT: Hold in current file area and retire to the Records Service Center at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-01-07, item 4a
Date Edited:	1/22/2002
A-02-080-04b	Speech and Testimony File - Arrange Chronologically.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-59-01-07, item 4b
Date Edited:	1/22/2002

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A-02-080-05a	Weekly Activity Report (WAR) Files.
Description:	a. Official copies of signed weekly reports containing activity updates from each bureau. Arranged in chronological order per calendar year.
Disposition:	PERMANENT: Close at end of calendar year. Hold in current file area or retire to Records Service Center one year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure.
DispAuthNo:	N1-59-01-07, item 5a
Date Edited:	1/22/2002

A-02-080-05b	Weekly Activity Report (WAR) Files.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-59-01-07, item 5b
Date Edited:	1/22/2002

A-02-080-06a	Appointment Books and Calendars
Description:	a. Appointment books, calendars and daily notes and daily schedules of the Under Secretary.
Disposition:	TEMPORARY: Close at end of calendar year. Hold in current file area until the end of the Under Secretary's tenure and then destroy.
DispAuthNo:	N1-59-01-07, item 6a
Date Edited:	1/23/2002

A-02-080-06b	Appointment Books and Calendars
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-59-01-07, item 6b
Date Edited:	1/23/2002

A-02-080-07	Tasker Log
Description:	This system is used to track actions that are tasked by the Under Secretary's office to other offices. It includes fields for, among other things, bureau, type of tasker, classification level, subject, due date, tasked by, tasked to, comments, status, creator, and clearance (approvals).
Disposition:	TEMPORARY: Delete all closed items at the end of the Under Secretary's tenure.
DispAuthNo:	N1-59-01-07, item 7
Date Edited:	1/23/2002

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A-02-080-08 **T Tracking Log**

Description: This system is used to track documents that flow through the Under Secretary's office. It includes information such as classification level, from, to, drafter, drafting organization, subject, reviewers, date, and document type.

Disposition: TEMPORARY: Delete entries no longer needed after review at the end of the Under Secretary's tenure.

DispAuthNo: N1-59-01-07, item 8 **Date Edited:** 1/23/2002

A-02-080-09a **Arms Control and Nonproliferation Advisory Board (ACNAB) Meeting Files. ,**

Description: a. ACNAB membership is composed of eminent scientists and arms control experts, none of whom are current government employees, appointed by the Under Secretary of State for Arms Control, Nonproliferation , and International Security. The Board provides the Under Secretary with analysis and recommendations of the full range of arms control and nonproliferation issues.

Meeting files contain meeting announcements, agendas, minutes, briefing materials, memorandums, notes, reports, telegrams and other documents related to the activities of the ACNAB. Records cover the period from April 1, 1999 to present and consist of a total of approximately six cubic feet. Files are arranged chronologically and accumulate at a rate of about four cubic feet per year.

Disposition: PERMANENT: Close at the end of calendar year. Hold in current file area 1 year after date of closure and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-07, item 9a **Date Edited:** 1/23/2002

A-02-080-09b **Arms Control and Nonproliferation Advisory Board (ACNAB) Meeting Files**

Description: b. Electronic copies created on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete when recordkeeping copy has been produced or when no longer needed, whichever is soonest.

DispAuthNo: N1-59-01-07, item 9b **Date Edited:** 1/23/2002

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Coordinator for Counterterrorism (S/CT)

A-02-090-01a	Coordinator for Counterterrorism - Chronological Files
Description:	Copies of all outgoing correspondence for the counter terrorism program. a. Official Files.
Disposition:	Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-96-11, item 1a
Date Edited:	4/1/1999
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A-02-090-01b	Coordinator for Counterterrorism - Chronological Files
Description:	Copies of all outgoing correspondence for the counter terrorism program. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-96-11, item 1b
Date Edited:	4/1/1999
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A-02-090-02a	Program Files
Description:	Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories: -Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program -Incident Files: Records relating to specific terrorist attacks and incidents; -Group Files: Records about specific terrorist groups or individuals; -Country Files: Records relating to terrorism and counterterrorism in various countries -Special Projects and Programs on counterterrorism These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications. a. Official Files
Disposition:	Permanent. Retire to RSC as space requires and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-96-11, item 2a
Date Edited:	4/1/1999

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A-02-090-02b	Program Files
Description:	Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories: -Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program -Incident Files: Records relating to specific terrorist attacks and incidents; -Group Files: Records about specific terrorist groups or individuals; -Country Files: Records relating to terrorism and counterterrorism in various countries -Special Projects and Programs on counterterrorism These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-96-11, item 2b
Date Edited:	4/1/1999
A-02-090-03a	Research and Development Files
Description:	Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs. a. Official Files.
Disposition:	Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-96-11, item 3a
Date Edited:	4/1/1999
A-02-090-03b	Research and Development Files
Description:	Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-96-11, item 3b
Date Edited:	4/1/1999

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A-02-090-05b	Foreign Terrorist Organization (FTO) Designation Files
Description:	Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-96-11, item 5b
Date Edited:	4/1/1999
A-02-090-06a	Publications
Description:	Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices. a. Master set.
Disposition:	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-96-11, item 6a
Date Edited:	4/1/1999
A-02-090-06b	Publications
Description:	Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices. b. All other copies, electronic or paper, used for dissemination, revision, or updating.
Disposition:	Destroy/delete when dissemination, revision, or updating is completed.
DispAuthNo:	N1-59-96-11, item 6b
Date Edited:	4/1/1999

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Ambassador At Large for War Crimes Issues (S/WCI)

A-02-101-01 **Office of War Crimes Issues Program (Subject, Organization, and Country) Files.**

Description: a. Recordkeeping copies. Arrange by subject, country, or organization. Memorandums, correspondence, reports, position papers, telegrams, drafts, briefing materials, e-mail messages, publications, and other material relating to War Crimes issues.

Disposition: PERMANENT: Cut off annually and retire to the Records Service Center (RSC) when 3 years old. Transfer to the National Archives (NARA) when 25 years old in 5-year blocks.

DispAuthNo: N1-059-02-02, item 1(a) **Date Edited:** 5/24/2007

A-02-101-01a **Office of War Crimes Issues Program (Subject, Organization, and Country) Files.**

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced.

DispAuthNo: N1-059-02-02, item 1(b) **Date Edited:** 5/24/2007
