
U.S. Department of State Records Schedule

Chapter 01: Historical - Foreign Policy and Relations Records

Principal Officers**B-01-001-01 Principal Officer's Program Files**

Description: Arranged by subject. Consists of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained by or for the direct use of principal officers at each post.

Includes files of all Principal Officers and Acting Ambassadors, Charges d'Affaires, Charges d'Affaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

Note: NODIS & EXDIS - Refer to 5 FAH-4, H-314.7-2

Disposition: Permanent: Cut off at the end of incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 1 **Date Edited:** 4/1/1999

B-01-001-02 Chronological Files

Description: Extra copies of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained for the direct use of principal officers at each post.

Includes files of all Principal Officers and Acting Ambassadors, Charges d'Affaires, Charges d'Affaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

Disposition: Permanent: Cut off at end of the incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 2 **Date Edited:** 4/1/1999

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B-01-001-03a	Ambassador/Chief of Mission Social and Representational Files
Description:	<p>These files cover the social and representational activities involving the Ambassador/Chief of Mission that include arrangements for receptions, attendance at representational events, letters of appreciation, tours at the ambassador's residence, social meetings with the ambassador, informal/social correspondence, interviews, etc. Included in the files are a variety of correspondence, memorandums, notes cables, talking points, e-mail, copies of bills and receipts, lists of attendees at social events, photographs, videos, bulletins, etc.</p> <p>a. Official Files.</p>
Disposition:	TEMPORARY: Cut off at the end of the incumbent's tenure at post. Retire to the Records Service Center for transfer to WNRC. Destroy when 5 years old.
DispAuthNo:	N1-84-99-1, item 1a
Date Edited:	4/1/1999
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B-01-001-03b	Ambassador/Chief of Mission Social and Representational Files
Description:	<p>These files cover the social and representational activities involving the Ambassador/Chief of Mission that include arrangements for receptions, attendance at representational events, letters of appreciation, tours at the ambassador's residence, social meetings with the ambassador, informal/social correspondence, interviews, etc. Included in the files are a variety of correspondence, memorandums, notes cables, talking points, e-mail, copies of bills and receipts, lists of attendees at social events, photographs, videos, bulletins, etc.</p> <p>b. Electronic version of records created by electronic mail and word processing applications.</p>
Disposition:	TEMPORARY: Delete when file copy is generated or when no longer needed for reference or updating.
DispAuthNo:	N1-84-99-1, item 1b
Date Edited:	4/1/1999
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Deputy Principal Officers**B-01-002-01 Deputy Principal Officer's Program Files**

Description: Arranged by subject. Consists of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained by or for the direct use of deputy principal officers at each post.

Includes files of all Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

Disposition: Permanent: Cut off at the end of incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 3

Date Edited: 4/1/1999

B-01-002-02 Chronological Files

Description: Extra copies of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained for the direct use of deputy principal officers at each post.

Includes files of all Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

Disposition: Permanent: Cut off at the end of the incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 4

Date Edited: 4/1/1999

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Political Section

B-01-003-01a **Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

Note: The disposition instructions apply to all Department of State areas at post associated with the Political or Economic Section. For example: commercial, labor, military, narcotics, science, etc.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informal, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 5a **Date Edited:** 4/1/1999

B-01-003-01b(1) **Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 5b(1) **Date Edited:** 4/1/1999

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B-01-003-01b(2)	Political Program Files
Description:	Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject. b. Telegrams (2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.
Disposition:	Permanent: Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-84-97-1, item 5b(2)
Date Edited:	4/1/1999
B-01-003-01b(3)	Political Program Files
Description:	Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject. b. Telegrams (3) Copies of incoming and outgoing telegrams with the Department, not annotated.
Disposition:	TEMPORARY: Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE.
DispAuthNo:	N1-84-97-1, item 5b(3)
Date Edited:	4/1/1999
B-01-003-02a	Biographic Files
Description:	a. Files on a deceased national.
Disposition:	TEMPORARY: Destroy when no longer needed.
DispAuthNo:	Non-record
Date Edited:	4/1/1999

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B-01-003-02b**Biographic Files****Description:**

b. A file which has had no information added to it during the past 10 years.

Note: Notify Office of Intelligence Liaison, Biographic Division (INR/B) of intent to destroy inactive files.

Disposition:

Destroy 10 years after the date of the most current document after obtaining INR/B's approval.

DispAuthNo:

Non-record

Date Edited:4/1/1999

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Economic Section

B-01-004-01a **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

Note: The disposition instructions apply to all Department of State areas at post associated with the Political or Economic Section. For example: commercial, labor, military, narcotics, science, etc.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informal, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 6a **Date Edited:** 4/1/1999

B-01-004-01b(1) **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 6b(1) **Date Edited:** 4/1/1999

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B-01-004-01b(2) **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 6b(2)

Date Edited:

4/1/1999

B-01-004-01b(3) **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

Disposition: TEMPORARY: Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE.

DispAuthNo: N1-84-97-1, item 6b(3)

Date Edited:

4/1/1999

General

B-01-005-01 **Top Secret Documents**

Description: Arranged by subject or control number. Consist of telegrams, memorandums, and other material maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

Disposition: Permanent: Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject Files because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-84-91-3, item 5

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Ceremonial/Memorial**B-01-006-01 Foreign Service Post Condolence Files**

Description: Condolence books opened by Foreign Service Posts; condolence books submitted to Posts by churches, companies, host government, and local governments; condolence letters received from host government officials and ministries; and condolence letters, faxes, e-mail messages, cards, artwork, and other material received from the public on the death of prominent individuals or after catastrophic events.

Disposition: PERMANENT: Transfer condolence books/pages to the Office of the Chief of Protocol, Ceremonials Division within 6 months of event. Non-record materials such as flags, gifts, and other three dimensional objects should be transferred to the Public Affairs/Historical Office.

DispAuthNo: N1-84-03-01

Date Edited:

12/18/2002
