



## U.S. Department of State Records Schedule

### Chapter 21: Geographic Area Affairs Records

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

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#### African Affairs-Office of the Executive Director

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

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

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

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

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

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

**Disposition:**            Screen periodically and destroy documents no longer current.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Precedent Setting Cases.

**Disposition:** Retain until no longer needed.

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

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

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

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

b. All Other Cases.

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

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

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

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

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

**Description:** a. Briefings Books for Secretary of State.

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

**DispAuthNo:** N1-59-93-23, item 3a      **Date Edited:** 4/1/1999

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

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

(1) Master.

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

**DispAuthNo:** N1-59-93-23, item 3b(1)      **Date Edited:** 4/1/1999

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

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

(2) Copies.

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

**DispAuthNo:** N1-59-93-23, item 3b(2)      **Date Edited:** 4/1/1999

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

**Description:** a. Information duplicated in INR.

**Disposition:** Review annually, destroy if no longer needed.

**DispAuthNo:** N1-59-93-23, item 4a      **Date Edited:** 4/1/1999

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

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**African Affairs-Public Affairs Staff**

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

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**A-21-014-06**      **Speaker Bio Files**  
**Description:**      Biographic data on Bureau principals which is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.  
**Disposition:**      Destroy when superseded or when tenure of principal is terminated.  
**DispAuthNo:**      N1-59-93-20, item 7                      **Date Edited:**                      4/1/1999

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**A-21-014-07**      **South African General Files**  
**Description:**      Collection of notebooks containing reference documents on South Africa, i.e. speeches, reports, press conferences, articles from publications, briefing and background papers, Q's and A's, presidential actions, etc.  
**Disposition:**      Destroy when no longer needed for current operations.  
**DispAuthNo:**      N1-59-93-20, item 8                      **Date Edited:**                      4/1/1999

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**A-21-014-08**      **Compiled articles from four magazines which were distributed throughout the bureau.**  
**Description:**  
**Disposition:**      Destroy when no longer needed.  
**DispAuthNo:**      N1-59-93-20, item 9                      **Date Edited:**                      4/1/1999

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**African Affairs-Economic Policy Staff**

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

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

a. Special Self-Help Files.

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

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

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

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

b. Other Subjects.

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

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

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#### European and Canadian Affairs

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

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

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

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

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**A-21-020-02 Consular Issues Files**

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

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

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

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

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

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

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

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**A-21-020-04 Binational Marriage Case Files**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**A-21-020-16b(1)**                    **Briefing Books.**

**Description:**            Duplicate set. Official Files.

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

**DispAuthNo:**            N1-59-99-02, item 7b(1)                    **Date Edited:**                    12/26/2001

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**A-21-020-16b(2)**                    **Briefing Books.**

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

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

**DispAuthNo:**            N1-59-99-02, item 7b(2)                    **Date Edited:**                    12/26/2001

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**A-21-020-17a**                    **Biographic Files.**

**Description:**            Official Files. Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.

**Disposition:**            TEMPORARY: Periodically review and screen file. Offer to INR/B when no longer needed for current operation.

**DispAuthNo:**            N1-59-99-02, item 8a                    **Date Edited:**                    12/26/2001

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**A-21-020-17b**                    **Biographic Files.**

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

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

**DispAuthNo:**            N1-59-99-02, item 8b                    **Date Edited:**                    12/26/2001

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<b>A-21-020-18a(1)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	7th Floor Task Force/Working Group. Official Files. Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.		
<b>Disposition:</b>	TEMPORARY: After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by Executive Secretariat (S/S-IRM), destroy 1 year after conclusion of Task Force. S/S-IRM is responsible for the historical record.		
<b>DispAuthNo:</b>	N1-59-99-02, item 9a(1)	<b>Date Edited:</b>	12/26/2001
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<b>A-21-020-18a(2)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-02, item 9a(2)	<b>Date Edited:</b>	12/26/2001
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<b>A-21-020-18b(1)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other non-substantive information. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.		
<b>Disposition:</b>	PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.		
<b>DispAuthNo:</b>	N1-59-99-02, item 9b(1)	<b>Date Edited:</b>	12/26/2001
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<b>A-21-020-18b(2)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-02, item 9b(2)	<b>Date Edited:</b>	12/26/2001
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**A-21-020-19 Automated Tracking System Files.**

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

**Disposition:** TEMPORARY: Delete when no longer needed.

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

**Date Edited:** 12/26/2001

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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<b>A-21-022-03b</b>	<b>European U.S. Press.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-04, item 3b	<b>Date Edited:</b>	12/27/2001
<b>A-21-022-04a</b>	<b>Press Guidance Files.</b>		
<b>Description:</b>	Official Files. Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.		
<b>Disposition:</b>	TEMPORARY: Destroy when 2 years old.		
<b>DispAuthNo:</b>	N1-59-99-04, item 4a	<b>Date Edited:</b>	12/27/2001
<b>A-21-022-04b</b>	<b>Press Guidance Files.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-04, item 4b	<b>Date Edited:</b>	12/27/2001
<b>A-21-022-05a</b>	<b>Assistant Secretary's Speeches.</b>		
<b>Description:</b>	Official Files. Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on-site during visits to other countries.		
<b>Disposition:</b>	PERMANENT: Cut off at the end of incumbent's tenure. Retire to the RSC immediately for transfer to the WNRC. Transfer to the National Archives when 25 years old.		
<b>DispAuthNo:</b>	N1-59-99-04, item 5a	<b>Date Edited:</b>	12/27/2001
<b>A-21-022-05b</b>	<b>Assistant Secretary's Speeches.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-04, item 5b	<b>Date Edited:</b>	12/27/2001

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

<b>A-21-023-01a(1)</b>	<b>Office of European Security and Political Affairs.</b>
	<b>Country/Subject Files.</b>
<b>Description:</b>	Official Files. Program Files. Memorandums, telegrams, meetings, negotiations, briefing materials, base agreements, military defense documents, intelligence reports, working group papers, background materials, allied consultations, bilateral and multilateral agreements, position papers, talking points and other material related to the development of U.S. policies on political-military, security, and NATO in Europe.
<b>Disposition:</b>	PERMANENT: Cut off annually. Transfer to RSC when 3 years old or sooner if no longer needed for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-06, item 1a(1)
<b>Date Edited:</b>	12/27/2001
<b>A-21-023-01a(2)</b>	<b>Country/Subject Files.</b>
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-06, item 1a(2)
<b>Date Edited:</b>	12/27/2001
<b>A-21-023-01b(1)</b>	<b>Country/Subject Files.</b>
<b>Description:</b>	Official Files. Non-substantive correspondence, memorandums and related papers that do not establish, discuss or define foreign policy or set precedent.
<b>Disposition:</b>	TEMPORARY: Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-59-99-06, item 1b(1)
<b>Date Edited:</b>	12/27/2001
<b>A-21-023-01b(2)</b>	<b>Country/Subject Files.</b>
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-06, item 1b(2)
<b>Date Edited:</b>	12/27/2001

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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<b>A-21-023-06a(2)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-06, item 6a(2)	<b>Date Edited:</b>	12/31/2001
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<b>A-21-023-06b(1)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	Official Files. Bureau Level Working Group. Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other non-substantive information. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.		
<b>Disposition:</b>	PERMANENT: Transfer to the RSC 1 year after conclusion of Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 25 years old.		
<b>DispAuthNo:</b>	N1-59-99-06, item 6b(1)	<b>Date Edited:</b>	1/2/2002
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<b>A-21-023-06b(2)</b>	<b>Task Force/Working Group Files.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-06, item 6b(2)	<b>Date Edited:</b>	1/2/2002
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<b>A-21-023-07a</b>	<b>Negotiating Files.</b>
<b>Description:</b>	Official Files. Includes all files on negotiations of treaties or international agreements, such as the Conventional Forces in Europe (CFE) Treaty, the NATO-Russian Founding Act, and the Organization for Security and Cooperation in Europe (OSCE).  Arranged by subject and country. Telegrams, printouts of e-mails with transmittal data, information memoranda, handwritten notes, action memoranda, speeches, briefing books, U.S. Government position papers, other countries' position papers, correspondence, drafts of treaties and treaty paragraphs, reports, U.S. Government working group meetings, weekly summaries, press conferences, intelligence reports, and other related documents.
<b>Disposition:</b>	PERMANENT: Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-06, item 7(1)
<b>Date Edited:</b>	1/2/2002
<b>A-21-023-07b</b>	<b>Negotiating Files.</b>
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-06, item 7(2)
<b>Date Edited:</b>	1/2/2002
<b>A-21-023-08</b>	<b>Automated Tracking System Files.</b>
<b>Description:</b>	Electronic log used to document the status of correspondence, taskings, or other action items.
<b>Disposition:</b>	TEMPORARY: Delete when no longer needed.
<b>DispAuthNo:</b>	N1-59-99-06, item 8
<b>Date Edited:</b>	1/2/2002

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**Office of East European Assistance**

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

**Country/Subject Files.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**A-21-024-02 Chronological Files.**

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

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

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

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**A-21-024-03a Special Collections.**

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

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

**DispAuthNo:** N1-59-99-07, item 3a **Date Edited:** 1/2/2002

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**A-21-024-03b Special Collections.**

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

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

**DispAuthNo:** N1-59-99-07, item 3b **Date Edited:** 1/2/2002

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**A-21-024-04a(1) Briefing Books.**

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

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

**DispAuthNo:** N1-59-99-07, item 4a(1) **Date Edited:** 1/2/2002

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<b>A-21-024-04a(2)</b>	<b>Briefing Books.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-07, item 4a(2)	<b>Date Edited:</b>	1/2/2002
<b>A-21-024-04b</b>	<b>Briefing Books.</b>		
<b>Description:</b>	Duplicate Set.		
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old or sooner if no longer needed for current operation.		
<b>DispAuthNo:</b>	N1-59-99-07, item 4b	<b>Date Edited:</b>	1/2/2002
<b>A-21-024-05a</b>	<b>Biographic Files.</b>		
<b>Description:</b>	Background information maintained on political leaders, foreign ministry officials, and military leaders. File includes Reports, telegrams, newspaper articles, memoranda, and information from other agencies and posts.		
<b>Disposition:</b>	TEMPORARY: Periodically review and screen file. When no longer needed for current operation offer to INR/B.		
<b>DispAuthNo:</b>	N1-59-99-07, item 5a	<b>Date Edited:</b>	1/2/2002
<b>A-21-024-05b</b>	<b>Biographic Files.</b>		
<b>Description:</b>	Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-99-07, item 5b	<b>Date Edited:</b>	1/2/2002
<b>A-21-024-06a</b>	<b>Daily Activity Reports.</b>		
<b>Description:</b>	Official Files. Summary of activities/reports generated in-house daily and submitted to the front office.		
<b>Disposition:</b>	TEMPORARY: Destroy when 1 year old.		
<b>DispAuthNo:</b>	N1-59-99-07, item 6a	<b>Date Edited:</b>	1/2/2002

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**A-21-024-06b**      **Daily Activity Reports.**

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

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

**DispAuthNo:** N1-59-99-07, item 6b      **Date Edited:** 1/2/2002

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**A-21-024-07a(1)**      **Task Force/Working Group Files.**

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

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

**DispAuthNo:** N1-59-99-07, item 7a(1)      **Date Edited:** 1/3/2002

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

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

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

**DispAuthNo:** N1-59-99-07, item 7a(2)      **Date Edited:** 1/3/2002

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**A-21-024-07b(1)**      **Task Force/Working Group Files.**

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

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

**DispAuthNo:** N1-59-99-07, item 7b(1)      **Date Edited:** 1/3/2002

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

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

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

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

**Date Edited:**      1/3/2002

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#### Bureau of European & Canadian Affairs Geographic Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**A-21-025-12 Court Documents.**

**Description:** Records of foreign court decisions related to Holocaust issues.

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

**DispAuthNo:** N1-59-01-14, item 5 **Date Edited:** 2/20/2002

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**A-21-025-13a Administrative Files.**

**Description:** Official documents created during the program life.

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

**DispAuthNo:** N1-59-01-14, item 6a **Date Edited:** 2/20/2002

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**A-21-025-13b Administrative Files.**

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

**Disposition:** Temporary. Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-59-01-14, item 6b **Date Edited:** 2/20/2002

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

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

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**WHA-Office of the Executive Director****A-21-031-01 Mission Program Plans**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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#### WHA-Policy, Planning, & Coordination

<b>A-21-032-01</b>	<b>Security Assistance Program Files - Arranged by subject or name of country</b>
<b>Description:</b>	Telegrams, memorandums, budget proposals, regional overviews of the budget, post reporting requirements and related correspondence relating to overall security assistance program for Latin America. Subjects include trade and economic development, human rights and democracy, law enforcement, military activities, and other related subjects. Included are files of DoD liaison officers.
<b>Disposition:</b>	Permanent. Block files by calendar year. Transfer to the RSC when 3 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-59-94-6, item 1
<b>Date Edited:</b>	4/1/1999
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<b>A-21-032-02</b>	<b>Munitions Licensing Case Files</b>
<b>Description:</b>	Control export license applications for sale of munitions related items to various inter-American countries. Arranged numerically by case number. Includes a copy of the license application as well as the Department's written response of acceptance or denial of the request. Original case file maintained by the Office of Munitions Control.
<b>Disposition:</b>	Block files by calendar year. Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-94-6, item 2
<b>Date Edited:</b>	4/1/1999
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<b>A-21-032-03</b>	<b>Operational/Deployment Exercise Program Files</b>
<b>Description:</b>	Training provided by the Department of Defense for the deployment of teams overseas in support of military programs. Files document the deployment order request for the Department's approval along with an action summary providing the purpose and background information for the deployment exercise.
<b>Disposition:</b>	Block files by calendar year. Retain block in office 1 year then destroy.
<b>DispAuthNo:</b>	N1-59-94-6, item 3
<b>Date Edited:</b>	4/1/1999
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<b>A-21-032-04</b>	<b>Military Travel Clearance Files</b>
<b>Description:</b>	Clearance requests for military officials travelling overseas. Request includes the name of the traveler along with an itinerary of proposed visit for the Department's approval.
<b>Disposition:</b>	Block files by calendar year. Retain block in office 1 year then destroy.
<b>DispAuthNo:</b>	N1-59-94-6, item 4
<b>Date Edited:</b>	4/1/1999
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**A-21-032-05 Foreign Military Financing Files**

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

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

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

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

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

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

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

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**A-21-032-07 Administration of Justice Files**

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

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

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

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**A-21-032-08 Human Rights Training Files**

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

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

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

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**A-21-032-09 Chronological Files**

**Description:** Extra copies of documents prepared in the office.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DispAuthNo:** N1-59-97-18, item 1 **Date Edited:** 4/1/1999

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**A-21-034-02a**      **Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities**

**Description:** a. Briefing Books for the Secretary of State.

**Disposition:** Destroy when purpose has been served. Record copy maintained by S/S.

**DispAuthNo:** N1-59-94-8, item 2a      **Date Edited:** 4/1/1999

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**A-21-034-02b**      **Briefing Books - Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities**

**Description:** b. All other Briefing Books, including those prepared for the Assistant Secretary, Deputy Assistant Secretaries, and CODELS.

**Disposition:** Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-8, item 2b      **Date Edited:** 4/1/1999

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**A-21-034-03**      **Biographic Files**

**Description:** Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.

**Disposition:** Review annually and remove file for individuals no longer of interest. Destroy news articles, newspaper clippings and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence Liaison, Biographic Division (INR-B).

**DispAuthNo:** N1-59-94-8, item 3      **Date Edited:** 4/1/1999

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**A-21-034-04**      **Assistant Secretaries Daily Activities Report (ASDAR)**

**Description:** Reports prepared for the Assistant Secretary by each program office providing updates on various foreign policy issues.

**Disposition:** Destroy when no longer needed. (Files maintained by the Front Office are designated as permanent.

**DispAuthNo:** N1-59-96-7, item 1      **Date Edited:** 4/1/1999

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

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

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

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

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

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

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

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

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

**Date Edited:**

4/1/1999

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

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

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

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

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

**Date Edited:**

4/1/1999

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

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

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

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

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

**Date Edited:**

4/1/1999

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

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

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

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

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

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

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

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

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#### A-21-040-06 Legislative Impact Statement File

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

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

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

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

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

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

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

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**NEA/SCA Affairs- Executive Office (NEA/SCA/EX)**

<b>A-21-051-01</b>	<b>National Security Decision Directive (NSDD 38)</b>
<b>Description:</b>	NSDD 38 is the authority for staffing the Diplomatic Missions and constituent posts. Information is arranged by NEA/SCA countries and contains background information and Department's approval on the increase or decrease of positions at posts. Consists of telegrams, memorandums, congressionals, directives, etc.
<b>Disposition:</b>	TEMPORARY. Retain until no longer needed. (Supersedes N1-59-95-18, item 1).
<b>DispAuthNo:</b>	N1-059-08-11, item 1
<b>Date Edited:</b>	11/13/2008
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<b>A-21-051-02</b>	<b>Post Management Office (PMO) Country Files</b>
<b>Description:</b>	Information arranged by countries and subjects on administrative issues and activities exchanged with the posts. Concerns budget, personnel, buildings, travel, etc. Consists of cables, memorandums, e-mail, etc.
<b>Disposition:</b>	Block files annually. Retire when 2 years old to the Records Service Center (RSC) and destroy when 5 years old. (Supersedes N1-59-95-18, item 2).
<b>DispAuthNo:</b>	N1-059-08-11, item 2
<b>Date Edited:</b>	11/13/2008
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<b>A-21-051-03</b>	<b>Subject Files - PMO</b>
<b>Description:</b>	General information on administrative issues applicable to all posts, i.e. Department's guidance on administration matters. Information is retained both in a central file maintained by the secretary and some officers maintain separate file.
<b>Disposition:</b>	TEMPORARY. Review files annually, destroy obsolete or superseded information. (Supersedes N1-59-95-18, item 3).
<b>DispAuthNo:</b>	N1-059-08-11, item 3
<b>Date Edited:</b>	11/13/2008
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<b>A-21-051-04</b>	<b>Historical Files - PMO</b>
<b>Description:</b>	Information maintained on countries where diplomatic relations were interrupted, emergency evacuations, or political unrest that impacted US relations with the country. The information contained in these files are on administrative issues surrounding the event, i.e. emergency evacuation, closing of post, reopening of post, etc. Contains cables, memorandums, reports, e-mail, etc.
<b>Disposition:</b>	TEMPORARY. Retire one year after US relations with the country has resumed. Destroy when 10 years old. (Supersedes N1-59-95-18, item 4),
<b>DispAuthNo:</b>	N1-059-08-11, item 4
<b>Date Edited:</b>	11/13/2008
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**A-21-051-05 Mission Program Plans**

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

**Disposition:** PERMANENT. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old. (Supersedes N1-59-95-18, item 5).

**DispAuthNo:** N1-059-08-11, item 5                      **Date Edited:** 11/13/2008

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

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

**Disposition:** TEMPORARY. Block information by fiscal year. Destroy 3 years after period covered by account. (Final paperwork on transfer of funds is submitted to FMP for processing.) (Supersedes N1-59-95-18, item 6).

**DispAuthNo:** N1-059-08-11, item 6                      **Date Edited:** 11/13/2008

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

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

**Disposition:** TEMPORARY. Block information by year. Destroy when 2 years old. (Supersedes N1-59-95-18, item 7).

**DispAuthNo:** N1-059-08-11, item 7                      **Date Edited:** 11/13/2008

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

**Description:** Office copies of Government transportation vouchers, requests, travel authorizations, and supporting documents.

**Disposition:** TEMPORARY. Destroy when 3 years old. (Supersedes N1-59-95-18, item 8).

**DispAuthNo:** N1-059-08-11, item 8                      **Date Edited:** 11/13/2008

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**NEA Affairs-Geographic Offices: (NEA/IPA); (NEA/I); (NEA/ARP); (NEA/ELA); (NEA/IR); and (NEA/MAG)****A-21-052-01a Subject or Program Files**

**Description:** Correspondence, letters, reports, cables, memorandums, notes, and other documents concerning U.S. relations with and conditions in the areas of Israel, Palestine, Iraq, the Arabian Peninsula, Egypt and the Levant, Iran, and the Maghreb. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

a. Official Files

**Disposition:** TEMPORARY. Cut off at end of calendar year. Transfer to the RSC 3 years after cutoff or sooner if no longer needed for current operations for transfer to WNRC. Destroy 7 years after cutoff. (Supersedes N1-59-95-20, item 1).

**DispAuthNo:** N1-059-08-10, item 1

**Date Edited:** 11/17/2008

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**A-21-052-01b Subject or Program Files**

**Description:** Correspondence, letters, reports, cables, memorandums, notes, and other documents concerning U.S. relations with and conditions in the areas of Israel, Palestine, Iraq, the Arabian Peninsula, Egypt and the Levant, Iran, and the Maghreb. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

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:** GRS 20, items 13 and 14

**Date Edited:** 11/18/2008

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**A-21-052-02**      **Working Files**

**Description:** Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

**Disposition:** TEMPORARY. Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

**DispAuthNo:** N1-059-08-10, item 2

**Date Edited:**

11/17/2008

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**A-21-052-03a**      **Historical Files**

**Description:** Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

a. Official Files

**Disposition:** PERMANENT. Block file annually. Retire to the RSC when 5 years old or sooner if no longer needed for current operations for transfer to WNRC. Transfer to the National Archives when 25 years old. Recordkeeping copy is paper. (Supersedes N1-059-95-20, item 2).

**DispAuthNo:** N1-059-08-10, item 3a

**Date Edited:**

11/18/2008

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**A-21-052-03b**      **Historical Files**

**Description:** Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

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:** GRS 20, items 13 and 14

**Date Edited:**

11/18/2008

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<b>A-21-052-04a</b>	<b>Biographic Files</b>		
<b>Description:</b>	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.  a. Official Files		
<b>Disposition:</b>	TEMPORARY. Retain in the office. Screen and destroy when no longer needed. (Supersedes N1-5-5-20, item 4).		
<b>DispAuthNo:</b>	N1-059-08-10, item 4a	<b>Date Edited:</b>	11/18/2008
<b>A-21-052-04b</b>	<b>Biographic Files</b>		
<b>Description:</b>	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.  b. Electronic version of records created by electronic mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY. Retain in the office. Screen and destroy when no longer needed.		
<b>DispAuthNo:</b>	GRS 20, items 13 and 14	<b>Date Edited:</b>	11/18/2008
<b>A-21-052-05a(1)</b>	<b>Briefing Books</b>		
<b>Description:</b>	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.  a(1). Master set.		
<b>Disposition:</b>	PERMANENT. Retire when 5 years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25-years old. Recordkeeping copy is paper. (Supersedes N1-59-95-20, item 7a).		
<b>DispAuthNo:</b>	N1-059-08-10, item 5a(1)	<b>Date Edited:</b>	11/18/2008

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<b>A-21-052-05a(2)</b>	<b>Briefing Books</b>
<b>Description:</b>	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.  a(2). Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	TEMPORARY. Destroy/delete within 180 days after recordkeeping copy has been produced. (Supersedes N1-59-95-20, itme 7a).
<b>DispAuthNo:</b>	GRS 20, items 13 and 14
<b>Date Edited:</b>	11/18/2008
<b>A-21-052-05b</b>	<b>Briefing Books</b>
<b>Description:</b>	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.  b. Duplicate set
<b>Disposition:</b>	TEMPORARY. Destroy when 1-year old or when no longer needed. (Supersedes N1-059-99-14, item 7b).
<b>DispAuthNo:</b>	N1-059-08-10, item 5b
<b>Date Edited:</b>	11/18/2008
<b>A-21-052-06a</b>	<b>Task Force/Working Group Files</b>
<b>Description:</b>	Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.  a. 7th Floor Task Force/ Working group
<b>Disposition:</b>	TEMPORARY. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by Operations Center, Executive Secretariat (S/ES-O), destroy 1 year after termination of the Task Force. Executive Secretariat (S/ES) is responsible for the historical record. (Supersedes N1-59-95-20, item 3a).
<b>DispAuthNo:</b>	N1-059-08-10, item 6a
<b>Date Edited:</b>	11/18/2008

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**A-21-052-06b**                      **Task Force/Working Group Files**

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

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

**Disposition:**                      PERMANENT. Transfer to RSC 1 year after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 years old. Recordkeeping copy is paper. (Supersedes N1-59-95-20, item 3b).

**DispAuthNo:**                      N1-059-08-10, item 6b

**Date Edited:**

11/18/2008

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#### NEA Affairs- Regional Affairs (NEA/RA)

##### A-21-053-01 Program Files

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

**Disposition:** PERMANENT. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (Supersedes N1-59-95-20, item 10).

**DispAuthNo:** N1-059-08-8, item 1 **Date Edited:** 11/13/2008

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

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

**Disposition:** PERMANENT. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (Supersedes N1-59-95-20, item 11).

**DispAuthNo:** N1-059-08-8, item 2 **Date Edited:** 11/13/2008

##### A-21-053-03 Congressional Correspondence

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

**Disposition:** TEMPORARY. Destroy when 3 years old. (Supersedes N1-59-95-20, item 12).

**DispAuthNo:** N1-059-08-8, item 3 **Date Edited:** 11/13/2008

##### A-21-053-04 Munitions Control Cases

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

**Disposition:** TEMPORARY. Destroy when 5 years old. (Supersedes N1-59-95-20, item 13).

**DispAuthNo:** N1-059-08-8, item 4 **Date Edited:** 11/13/2008

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

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

**Disposition:** TEMPORARY. Destroy when 5 years old. (Supersedes N1-59-95-20, item 14).

**DispAuthNo:** N1-059-08-8, item 5 **Date Edited:** 11/13/2008

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#### A-21-053-06 Working Files

**Description:** Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

**Disposition:** TEMPORARY. Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

**DispAuthNo:** Non-record **Date Edited:** 11/13/2008

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#### NEA Affairs-Office of Public Affairs

#### A-21-054-01 Press Guidance

**Description:** Daily submissions of Questions and Answers to the Bureau of Public Affairs, Press Relations for the daily Department of State press briefings on Middle Eastern issues .

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

**DispAuthNo:** N1-59-95-19, item 1 **Date Edited:** 4/1/1999

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#### A-21-054-02 Briefing Transcripts

**Description:** Copies of the transcript of the final daily press briefing from PA/PRESS.

**Disposition:** Block files annually. Destroy when 1 years old.

**DispAuthNo:** N1-59-95-19, item 2 **Date Edited:** 4/1/1999

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#### A-21-054-03 Reference Material

**Description:** Copies of transcripts on Middle Eastern issues delivered by the White House and Secretary of State; background information on Middle Eastern organizations and journalists; country files containing copies of questions and answers, background material, travel advisory, consular sheets, etc. that are used for reference purposes.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-95-19, item 3 **Date Edited:** 4/1/1999

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

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#### A-21-061-02 Working Files

**Description:** Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

**Disposition:** TEMPORARY: Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

**DispAuthNo:** Non-Record Materials **Date Edited:** 11/7/2008

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#### A-21-061-03a Historical Documents

**Description:** Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

a. Official Files

**Disposition:** PERMANENT: Block file annually. Retire to the RSC when 5 (five) years old or sooner if no longer needed for current operations for transfer to WNRC. Transfer to the National Archives when 25 (twenty-five) years old

NOTE: Recordkeeping copy is paper.

**DispAuthNo:** N1-059-08-9, item 3a **Date Edited:** 11/7/2008

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#### A-21-061-03b Historical Files

**Description:** Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

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

**Disposition:** TEMPORARY: Destroy/delete within 180 (one hundred-eighty) days after recordkeeping copy has been produced.

**DispAuthNo:** GRS 20, items 13 and 14 **Date Edited:** 11/7/2008

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<b>A-21-061-04a</b>	<b>Biographic Files</b>		
<b>Description:</b>	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.  a. Official Files		
<b>Disposition:</b>	TEMPORARY: Retain in the office. Screen and destroy when no longer needed.  (Formerly N1-59-99-14, item 3a).		
<b>DispAuthNo:</b>	N1-059-08-9, item 4a	<b>Date Edited:</b>	11/7/2008
<b>A-21-061-04b</b>	<b>Biographic Files</b>		
<b>Description:</b>	Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.  b. Electronic version of records created by electric mail and word processing applications.		
<b>Disposition:</b>	TEMPORARY: Retain in the office. Screen and destroy when no longer needed..		
<b>DispAuthNo:</b>	GRS 20, items 13 and 14	<b>Date Edited:</b>	11/7/2008
<b>A-21-061-05a(1)</b>	<b>Briefing Books</b>		
<b>Description:</b>	Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.  a(1). Master set.		
<b>Disposition:</b>	PERMANENT: Retire when 5 (five) years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25 (twenty-five) years old.  NOTE: Recordkeeping copy is paper.  (Formerly N1-59-99-14, item 6a[1]).		
<b>DispAuthNo:</b>	N1-059-08-9, item 5a(1)	<b>Date Edited:</b>	11/7/2008

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**A-21-061-05a(2)**                    **Briefing Books**

**Description:**            Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc

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

**Disposition:**            TEMPORARY: Destroy/delete within 180 (one hundred-eighty) days after recordkeeping copy has been produced.

**DispAuthNo:**            GRS 20, items 13 and 14                    **Date Edited:**                    11/7/2008

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**A-21-061-05b**                    **Briefing Books**

**Description:**            Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.

   b. Duplicate set.

**Disposition:**            TEMPORARY: Destroy when 1(one) year old or when no longer needed.

   (Formerly N1-59-99-14, item 6b).

**DispAuthNo:**            N1-059-08-9, item 5b                    **Date Edited:**                    11/7/2008

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**A-21-061-06a**                    **Task Force/ Working Group Files**

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

   a.7th Floor Task Force/ Working group

**Disposition:**            Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by the Operations Center, Executive Secretariat (S/ES-O), destroy 1 (one) year after termination ofthe Task Force. The Executive Secretariat (S/ES) is responsible for the historical record.

   (Formerly N1-59-95-20, item 3a).

**DispAuthNo:**            N1-059-08-9, item 6a                    **Date Edited:**                    11/7/2008

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

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

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

a. Official Files

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

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

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

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

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

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

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

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

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

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