
U.S. Department of State Records Schedule

Chapter 17: Intelligence and Research

Assistant Secretary**A-17-001-01 Chronological Files**

Description: Arranged chronologically. Files contain all material signed by the Assistant Secretary for Intelligence and Research. Includes memorandums, correspondence, telegrams, reports, and other documentation. Also includes some incoming material.

Disposition: PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-35, item 1 **Date Edited:** 4/1/1999

A-17-001-02a Subject Files

Description: Memorandums, reports, telegrams, notes, correspondence, e-mail messages, briefing materials, drafts, memorandums of conversation, and other documentation on the activities, interests, and responsibilities of the Assistant Secretary for Intelligence and Research.

Disposition: PERMANENT. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-02-07, item 1a **Date Edited:** 12/17/2002

A-17-001-02b Subject Files

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

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

DispAuthNo: N1-59-02-07, item 1b **Date Edited:** 6/25/2007

A-17-001-03 Electronic Mail and Word Processing System Copies.

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule.

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

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

DispAuthNo: GRS 23, item 10a **Date Edited:** 12/17/2002

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Deputy Assistant Secretaries

A-17-002-01a	Chronological Files		
Description:	a. Substantive Chronological Files. Contains correspondence, reports, cables, and other material relating to functional analysis activities and issues.		
Disposition:	PERMANENT. Cut off every 3 years. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-91-18, item 1a	Date Edited:	4/1/1999
A-17-002-01b	Chronological Files		
Description:	b. Administrative Chronological Files. Routine administrative records relating to the internal administration of the office.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-59-91-18, item 1b	Date Edited:	4/1/1999
A-17-002-02	Liaison Group - Weekly Meeting		
Description:	Accumulation of documents concerning intelligence issues on Canada, United Kingdom, and Australia used as background material for weekly meetings with representatives from those countries.		
Disposition:	Destroy when 6 months old.		
DispAuthNo:	N1-59-91-18, item 2	Date Edited:	4/1/1999
A-17-002-03	Subject Files		
Description:	Arranged by subject. Reports, memorandums, telegrams, briefing material, correspondence, intelligence reports, and other material. Files relate to the policies, plans, operations, and activities of the bureau in general, the offices overseen by incumbent, and foreign policy issues around the world.		
Disposition:	PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-89-25, item 1	Date Edited:	4/1/1999
A-17-002-04	Chronological Files		
Description:	Arranged chronologically. Reports, memorandums, telegrams, correspondence, intelligence reports, briefing papers, and other material. Files document the activities of the Deputy Assistant Secretary for Regional Analysis.		
Disposition:	PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-89-25, item 2	Date Edited:	4/1/1999

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A-17-002-05 Weekly Activities Reports

Description: Reports on activities of the Deputy Assistant Secretary for Regional Analysis and the offices that office oversees.

Disposition: PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 3

Date Edited:

4/1/1999

A-17-002-06 Routine Administrative Files

Description: Inventories, travel vouchers, leave records, and other non-substantive material relating to the running of the office.

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

DispAuthNo: N1-59-89-25, item 4

Date Edited:

4/1/1999

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A-17-003-05	Biographic Files
Description:	Background information maintained on political leaders, foreign ministry officials, and military leaders. Consists of telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.
Disposition:	Retain in office. Screen and destroy when no longer needed.
DispAuthNo:	N1-59-89-25, item 9
Date Edited:	5/7/2001
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A-17-003-06	Geographic Activities Publications
Description:	In-house generated publications providing a summary of activities or issues for a particular region. Publications are generated monthly and bi-weekly. Included are publications such as INR Magazine.
Disposition:	PERMANENT. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-89-25, item 10
Date Edited:	4/1/1999
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A-17-003-07	Note to Analyst
Description:	Memorandums from the Deputy Assistant Secretary for Regional Analysis sent to Directors of each division on administrative and procedural issues.
Disposition:	See sub sections 07a through 07b for specific dispositions.
DispAuthNo:	N1-59-89-25
Date Edited:	7/19/2007
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A-17-003-07a	Note to Analyst
Description:	a. Master set in Deputy Assistant Secretary's office.
Disposition:	Retain for two years and then destroy.
DispAuthNo:	N1-59-89-25, item 11a
Date Edited:	7/18/2007
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A-17-003-07b	Note to Analyst
Description:	b. Copies sent to divisions.
Disposition:	Temporary. Retain for one year and then destroy.
DispAuthNo:	N1-59-89-25, item 11b
Date Edited:	7/18/2007
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A-17-003-08	Contract Reports		
Description:	Reports generated by outside contractors on specific geographic issues.		
Disposition:	PERMANENT. Retire to RSC for transfer to WNRC when 5 years old. Transfer to the National Archives in 5 year blocks when 30 years old.		
DispAuthNo:	N1-59-89-25, item 12	Date Edited:	4/1/1999

A-17-003-09	NATO Reports		
Description:	Semi-annual contributions submitted to NATO (for inclusion in NATO's publications) on assessments and analysis of issues and situations in Eastern Europe and the Soviet Union that impact on NATO.		
Disposition:	PERMANENT. Cut off when 5 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-89-25, item 13	Date Edited:	4/1/1999

A-17-003-10	Weekly Activities Reports		
Description:	Summaries of activities and reports generated in-house on a weekly basis.		
Disposition:	PERMANENT. Cut off at the end of the calendar year. Hold one year and retire to SCI storage at the National Archives or to the RSC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-91-18, item 5	Date Edited:	4/1/1999

A-17-003-11	Working Files		
Description:	Files maintained by each analyst which contain duplicate copies of documents that are located in the official files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no centralized office files, the disposition of the analysts' working files is the same as Program Files of the office.)		
Disposition:	Periodically review and screen out when no longer needed. Analyst is responsible for ensuring that office program files are complete and that all essential documents are filed there.		
DispAuthNo:	N1-59-89-25, item 15	Date Edited:	4/1/1999

A-17-003-12	In-House Generated Publications		
Description:	Publications generated monthly or bi-weekly that summarize the activities and issues covered by a particular functional office.		
Disposition:	PERMANENT. Cut off every 10 years. Retire master set to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-91-18, item 6	Date Edited:	4/1/1999

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A-17-003-13 **Chronological Files**

Description: Record copies of outgoing correspondence, papers, reports, etc. drafted by offices in the Bureau of Intelligence and Research and arranged chronologically. This information is not located in the Program files of the office.

Disposition: PERMANENT. Block annually. Retire to RSC between 3 and 5 years depending upon the requirements of the office. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-16, item 1

Date Edited:

4/1/1999

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Chapter 17: Intelligence and Research

Office of the Geographer

A-17-004-01 Historical Files on Boundary Issues

Description: Historical files on boundary issues covering the negotiations defining boundaries among countries throughout the world. Files include reports of commissions, meeting reports, memorandums, studies, minutes of meetings, diplomatic notes, telegrams, airgrams, and maps.

Disposition: PERMANENT. Cut off when no longer needed and retire to RSC. Transfer to WNRC 5 years after cut off. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 8 **Date Edited:** 4/1/1999

A-17-004-02 Geographic Publications

Description: Publications (such as Limits in the Seas, International Boundary Studies, Geographic Notes, and Geographic Research Study) that are generated in-house by the Office of the Geographer.

Disposition: PERMANENT. Retire master set to RSC every 5 years for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 9 **Date Edited:** 4/1/1999

A-17-004-03 Camp David Peace Treaty Maps

Description: Original maps created for and used at the Camp David peace talks between Israel and Egypt.

Disposition: PERMANENT. Transfer to the National Archives when 5 years old.

DispAuthNo: N1-59-91-18, item 10 **Date Edited:** 7/27/2001

A-17-004-04 Percy Maritime Charts - 1958

Description: Charts created as part of a study projecting the division of the seabed.

Disposition: PERMANENT. Transfer to the National Archives immediately.

DispAuthNo: N1-59-91-18, item 11 **Date Edited:** 4/1/1999

A-17-004-05 Contributions to the Secretary's Morning Summary

Description: Office of the Geographer input for the Secretary's Morning Summary.

Disposition: TEMPORARY. Destroy when 5 years old.

DispAuthNo: N1-59-91-18, item 12 **Date Edited:** 7/27/2001

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A-17-004-06	First Order Administrative Division Files
Description:	Files containing information on internal administrative boundaries of other countries. Include cables, amps, government decrees, background notes, and studies.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 13
Date Edited:	7/27/2001
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A-17-004-07	Consular District Files
Description:	Files of maps identifying the boundaries of U.S. Consular districts.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 14
Date Edited:	7/27/2001
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A-17-004-08	Bering Sea File
Description:	Negotiations and discussions leading up to the final agreement between the United States and the Soviet Union on the maritime boundary of the Bering Sea.
Disposition:	PERMANENT. Retire to RSC upon approval of final agreement. Transfer to WNRC when 3 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 15
Date Edited:	7/27/2001
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A-17-004-09	Crisis Management Packages
Description:	Collections of maps used during political crises.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 16
Date Edited:	4/1/1999
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A-17-004-10	History of the Office
Description:	Files documenting the creation, development, activities, and expansion, of the Office of the Geographer. Records include memorandums, correspondence, and reports.
Disposition:	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 17
Date Edited:	7/27/2001

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A-17-004-11a	U.S. Boundary Charts
Description:	a. U.S. Boundary - Base Line Charts. Charts, maps, and other records that establish the legal tidal water base line limit of the United States of America. This base line is midway between high and low tide marks at a certain time of the year. Because of erosion and accretion these charts are updated periodically to adjust the official limit.
Disposition:	PERMANENT. Transfer to the National Archives 3 years after periodic update.
DispAuthNo:	N1-59-88-29, item 1a
Date Edited:	4/1/1999
A-17-004-11b	U.S. Boundary Charts
Description:	b. U.S. Boundary - Demarcation Charts. Charts, maps, and other records that determine, establish, and delimit the legal international boundary between the United States of America and any foreign countries by agreement, convention, protocol, or treaty.
Disposition:	PERMANENT. Transfer to the National Archives 3 years after the final resolution of agreement, etc.
DispAuthNo:	N1-59-88-29, item 1b
Date Edited:	7/18/2007
A-17-004-11c	U.S. Boundary Charts
Description:	c. U.S. Boundary - Dispute Charts. Charts, maps, and other records that relate to any international legal disputes, litigation, arbitration, etc. which determine, establish, or delimit the boundary between the United States of America and foreign countries.
Disposition:	PERMANENT. Transfer to the National Archives 3 years after final determination is made.
DispAuthNo:	N1-59-88-29, item 1c
Date Edited:	7/19/2007

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Chapter 17: Intelligence and Research

Office of Politico-Military Analysis

A-17-005-01 **Chronological Files**

Description: Chronological file of all in-house generated correspondence, memorandums, and reports by the staff of the Office of Politico-military Analysis. May also include some incoming material.

Disposition: PERMANENT. Cut off every 5 years and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 18 **Date Edited:** 7/27/2001

A-17-005-02 **Crisis Management Files**

Description: Maps, reports, evacuation studies, photographs, telegrams, and other material used during a crisis within a particular country. Files include materials generated internally as well as that received from other agencies.

Disposition: PERMANENT. Cut off at the end of crisis. Retire to SCI storage at the National Archives when 1 year old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 19 **Date Edited:** 4/1/1999

A-17-005-03a **Arms Trade Files**

Description: a. Substantive information pertaining to arms trade activities of other countries. Information is arranged geographically and by subject. Files include articles, memorandums, finished products from other agencies and INR generated products and notes relating to arms trade.

Disposition: PERMANENT. Cut off and retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 20a **Date Edited:** 4/1/1999

A-17-005-03b **Arms Trade Files**

Description: b. Background information on contracts and negotiations on arms trade activities. Files consist primarily of internal and other agency cable traffic.

Disposition: TEMPORARY. Destroy when 30 years old.

DispAuthNo: N1-59-91-18, item 20b **Date Edited:** 4/1/1999

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A-17-005-04 Operation Staunch Files

Description: Records relating to the program to prevent Iran from purchasing weapons and other military equipment abroad.

Disposition: PERMANENT. Retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 21 **Date Edited:** 4/1/1999

A-17-005-05 Operation Stigma Files

Description: Records relating to the on-going arms embargo against Iraq in the wake of the invasion of Kuwait in 1990.

Disposition: PERMANENT. Store at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 22 **Date Edited:** 4/1/1999

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Office of Research

A-17-006-01 Contract Research Files

Description: Files are arranged by fiscal year and thereunder by contract number. Include all background material leading up to the awarding of the contract and all subsequent documentation relating to the project, e.g. interim reports, correspondence, and final product.

Disposition: See sub sections 23a and 23b for specific dispositions.

DispAuthNo: N1-59-91-18 **Date Edited:** 7/19/2007

A-17-006-01a Contract Research Files

Description: a. Final product and substantive comments thereon.

Disposition: PERMANENT. Retire to RSC 10 years after completion of the contract. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 23a **Date Edited:** 7/19/2007

A-17-006-01b Contract Research Files

Description: b. Contract requisitions and related papers preliminary to award, administration, receipt, and payment.

Disposition: Destroy 3 years after payment.

DispAuthNo: N1-59-91-18, item 23b **Date Edited:** 7/19/2007

A-17-006-02 Title VIII Grant Program

Description: Federally funded program begun in 1983 for issuing research grants on Soviet and Eastern European topics.

Disposition: See sub sections 24a thru 24f for specific dispositions.

DispAuthNo: N1-59-91-18 **Date Edited:** 7/23/2007

A-17-006-02a Title VIII Grant Program

Description: a. Application Files. Information submitted by applicants for the grant program.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-91-18, item 24a **Date Edited:** 7/23/2007

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A-17-006-02b	Title VIII Grant Program
Description:	b. Meeting Reports. Reports of meetings to determine awarding of grants.
Disposition:	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 24b
Date Edited:	7/27/2001

A-17-006-02c	Title VIII Grant Program
Description:	c. Stenographic Records. Transcripts from the Advisory Committee deciding the issuance of grants.
Disposition:	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-18, item 24c
Date Edited:	4/1/1999

A-17-006-02d	Title VIII Grant Program
Description:	d. Correspondence Files. Incoming correspondence from academic institutions and Congressional inquiries requesting information on the grant program and replies thereto.
Disposition:	Destroy when 10 years old.
DispAuthNo:	N1-59-91-18, item 24d
Date Edited:	4/1/1999

A-17-006-02e	Title VIII Grant Program
Description:	e. Budget Files. Background for testimony before Congress, annual reports for renewal of the charter, budget development for each fiscal year, Federal Register announcements, and other material.
Disposition:	Retire to RSC when 10 years old. Destroy when 20 years old.
DispAuthNo:	N1-59-91-18, item 24e
Date Edited:	7/27/2001

A-17-006-02f	Title VIII Grant Program
Description:	f. Grant Administrative Files. Summary file covering all grant recipients for each year and the amount of their award.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-91-18, item 24f
Date Edited:	4/1/1999

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A-17-006-03 Soviet Interview Project

Description: Research project which entailed interviewing Soviet emigres five years after their departure from the Soviet Union.

Disposition: See sub sections 25a and 25b for specific dispositions.

DispAuthNo: N1-59-91-18 **Date Edited:** 7/23/2007

A-17-006-03a Soviet Interview Project

Description: a. Substantive reports.

Disposition: PERMANENT. Retire to RSC 5 years after completion of the project. Transfer to WNRC one year later. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 25a **Date Edited:** 7/23/2007

A-17-006-03b Soviet Interview Project

Description: b. Routine correspondence and progress reports.

Disposition: Destroy 2 years after completion of project.

DispAuthNo: N1-17-006-03b, item 25b **Date Edited:** 7/23/2007

A-17-006-04 History of the Office

Description: Background material on the development, organization, and activities of the Office of External Research Programs.

Disposition: PERMANENT. Cut off every 10 years and retire to RSC. Transfer to WNRC 1 year later. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 26 **Date Edited:** 7/27/2001

A-17-006-05 InfoSouth Grant Program

Description: Background material on the grant program used to oversee the operations of the InfoSouth database which identifies all articles and periodicals that are written about Latin America.

Disposition: Destroy 5 years after grant program ceases.

DispAuthNo: N1-59-91-18, item 27 **Date Edited:** 4/1/1999

A-17-006-06 Intelligence Producers Council

Description: Files of the INR representative to the Intelligence Producers Council.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-91-18, item 28 **Date Edited:** 4/1/1999

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Office of Terrorism and Narcotics Analysis**A-17-007-01 Intelligence Exchange Files**

Description: Information arranged by country regarding inter-governmental and inter-agency meetings on matters of interest. Files include notes, agendas, reports, telegrams, briefing papers, memorandums, and other material.

Disposition: PERMANENT. Cut off every five years and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 29

Date Edited: 4/1/1999

A-17-007-02 [Redacted]

Description: [Redacted]

Disposition: Destroy when 6 months old.

DispAuthNo: N1-59-91-18, item 30

Date Edited: 9/5/2001

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Office of Publications

A-17-008-01 **Morning Summaries**

Description: Daily analysis of current intelligence issues and activities that are submitted to the Secretary of State.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 1 **Date Edited:** 4/1/1999

A-17-008-02 **Morning Briefs**

Description: Summary cover sheet generated each morning that highlights recent intelligence activities and issues that have occurred since the previous brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 2 **Date Edited:** 4/1/1999

A-17-008-03 **Afternoon Briefs**

Description: Summary cover sheet generated each afternoon that highlights recent intelligence activities and issues that have occurred since the previous morning brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 3 **Date Edited:** 4/1/1999

A-17-008-04 **Terrorism Watch Summary**

Description: Daily summary of recent terrorist activities researched from press reports, cables, and other agencies' reports.

Disposition: PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 4 **Date Edited:** 4/1/1999

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A-17-008-05	Narcotics Intelligence Summary
Description:	Daily summary of recent narcotics activities researched from press reports, cables, and other agencies' reports.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 5
Date Edited:	4/1/1999
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A-17-008-06	Morning Selections
Description:	Daily report which consists of cover sheet identifying main subjects of intelligence cables received from other agencies. Attached are copies of the cables.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 6
Date Edited:	4/1/1999
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A-17-008-07	Spot Intelligence Reports
Description:	Periodic reports prepared on special issues of importance.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 7
Date Edited:	4/1/1999
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A-17-008-08	INR Watch Office Log
Description:	Daily log of all significant actions taken by INR Watch Office.
Disposition:	PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-91-10, item 8
Date Edited:	4/1/1999
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A-17-008-09a	Systems Administrator Management Files
Description:	a. Historical Files. Contains background information on previous information systems that were used prior to the current INRISS.
Disposition:	Destroy when no longer needed.
DispAuthNo:	GRS 20, item 1(c)
Date Edited:	4/1/1999
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A-17-008-09b	Systems Administrator Management Files		
Description:	b. Budget Files. Background information on costs associated with implementation of the INRISS.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	GRS 20, item 1(c)	Date Edited:	4/1/1999
A-17-008-09c	Systems Administrator Management Files		
Description:	c. Directories. Consist of statistics generated by the system regarding available storage and amount of memory used by offices and individuals.		
Disposition:	Delete when no longer needed.		
DispAuthNo:	GRS 20, item 1(c)	Date Edited:	4/1/1999
A-17-008-09d	Systems Administrator Management Files		
Description:	d. Users Files. Administrative information on employees added and deleted from INRISS.		
Disposition:	Destroy 3 months after departure of employee.		
DispAuthNo:	GRS 20, item 1(c)	Date Edited:	4/1/1999
A-17-008-10	Intelligence Research Reports (IRR)		
Description:	Master set of all Intelligence Reports generated by the Bureau and maintained in a central location.		
Disposition:	PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.		
DispAuthNo:	N1-59-91-8, item 1	Date Edited:	4/1/1999
A-17-008-11	Weekend Edition		
Description:	An adjunct to the Secretary's Morning Summary which elaborates on current intelligence topics. Published bi-weekly and distribution is limited to those receiving the morning summary.		
Disposition:	PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.		
DispAuthNo:	N1-59-91-8, item 2	Date Edited:	4/1/1999

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A-17-008-12	INR Magazine		
Description:	Biweekly or monthly office publication containing recent highlights and trends on intelligence issues.		
Disposition:	Destroy when one year old.		
DispAuthNo:	N1-59-91-8, item 4	Date Edited:	7/24/2007

A-17-008-13	Current Economic Reporting System (CR)		
Description:	This on-line series controls required economic reporting on a post-by-post basis throughout the world. It monitors reporting by matching due dates with submitted reports, and identifying overdue reports. Each report in the system contains a unique CERP number, and the texts of reports are available in the Foreign Affairs Information System (FAIS). Data in the CERP Master includes CERP number, report title, reporting country and post, classification, date due, date received, and identity of end user in the Department.		
Disposition:	Disposable. Destroy when active agency use ceases.		
DispAuthNo:	NC1-59-83-4, item 9	Date Edited:	8/17/2007

A-17-008-14	External Research Master		
Description:	This series contains an annual inventory for the years 1974-77 of Federal Government supported research projects concerning foreign affairs. Data was accumulated from approximately fifteen agencies, and identifies the project, supporting agency, amount of funding, and the organization or individual conducting the project. Data was used to generate published reports, sorted by region.		
Disposition:	Disposable. Destroy when active agency use ceases.		
DispAuthNo:	NC1-59-83-4, item 40	Date Edited:	8/17/2007

A-17-008-15	INR Brief		
Description:	Intelligence publication on one particular issue or subject.		
Disposition:	Permanent. Transfer to the National Archives when 30 years old (i.e., in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.		
DispAuthNo:	N1-59-91-8, item 3	Date Edited:	4/1/1999

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A-17-009-02b	Briefing Books		
Description:	b. Non-codeword Material		
Disposition:	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.		
DispAuthNo:	N1-59-93-42, item 2b	Date Edited:	7/30/2007

A-17-009-03	Chronological Files		
Description:	Copies of outgoing and some incoming documents arranged in chronological order containing codeword material.		
Disposition:	PERMANENT. Retire when 1 year old to SCI facility at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 3	Date Edited:	7/27/2001

A-17-009-04	Historical Files		
Description:	Special record collections of various interests to the office on incidents, events, relations with other agencies, countries, committees, etc. Contains memorandums, notes, cables, legislation, correspondence, briefing books, back channel traffic, summaries of inter-office/interagency meetings, etc.		
Disposition:	See sub sections 04a and 04b for specific dispositions.		
DispAuthNo:	N1-59-93-42	Date Edited:	7/30/2007

A-17-009-04a	Historical Files		
Description:	a. Codeword Material.		
Disposition:	PERMANENT. Retire when 10 years old or sooner to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 4a	Date Edited:	7/30/2007

A-17-009-04b	Historical Files		
Description:	b. Non-codeword Material.		
Disposition:	PERMANENT. Retire when 10 years old or sooner to RSC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 4b	Date Edited:	7/30/2007

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A-17-009-05	ROGER Channel
Description:	Arranged primarily by country but includes broadly addressed outgoing telegrams. Master set of all cable traffic to and from posts with restricted distribution covering sensitive intelligence issues. Records also include files on the history and use of the ROGER Channel.
Disposition:	PERMANENT. Retire master set when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 5
Date Edited:	3/30/2001
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A-17-009-06	Lunch Memorandums
Description:	Memorandums summarizing weekly working lunches between the Department of State and CIA.
Disposition:	PERMANENT. Cut off files when 1 year old. Retire when 3 years old to SCI storage facility at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 6
Date Edited:	3/30/2001
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A-17-009-07	[Redacted] Program files
Description:	Subject Files on the coordination [Redacted]. Includes initiates, conferences, evaluations, funding, etc.
Disposition:	PERMANENT. Cut off files when 1 year old. Retire when 5 years old to the RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 7
Date Edited:	7/27/2001
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A-17-009-08a	[Redacted] Files
Description:	a. Program Files [Redacted].
Disposition:	PERMANENT. Cut off files when 1 year old. [Redacted] Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8a
Date Edited:	7/27/2001
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A-17-009-08b(1)	[Redacted] Files
Description:	b. Annual Review - State Department participation in the annual review of the program. (1) [Redacted]
Disposition:	PERMANENT. Retire when 2 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8b(1)
Date Edited:	7/27/2001

A-17-009-08b(2)	[Redacted] Files
Description:	b. Annual Review - State Department participation in the annual review of the program. (2) Responses from posts.
Disposition:	PERMANENT. Retire when 2 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8b(2)
Date Edited:	7/27/2001

A-17-009-08c	[Redacted] Files
Description:	c. [Redacted] History. Information covering 1977-88 containing studies, reports, issues, policies and procedures.
Disposition:	PERMANENT. Retire when 5 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8c
Date Edited:	7/27/2001

A-17-009-08d	[Redacted] Files
Description:	d.[Redacted] Logs. [Redacted] Logs arranged by subject covering the 1960s and 1970s.
Disposition:	PERMANENT. Retire when 10 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8d
Date Edited:	7/27/2001

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A-17-009-08e	[Redacted] Files
Description:	e. [Redacted] Notebooks. [Redacted] some with background information, arranged in notebooks by name of country.
Disposition:	PERMANENT. Retire when 10 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 8e
Date Edited:	7/27/2001

A-17-009-09	Congressional Liaison Files
Description:	Arranged either chronologically by Congressional Hearings or by subject. Contains briefing books, budget reviews, calendars, CIA statements, quarterly reviews, etc.
Disposition:	PERMANENT. Cut off when 1 year old. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 9
Date Edited:	3/30/2001

A-17-009-10	INR Analysis
Description:	Arranged chronologically. Reports prepared for House and Senate committees. The reports examine major foreign policy issues using all available intelligence information.
Disposition:	PERMANENT. Retire when 10 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 10
Date Edited:	7/27/2001

A-17-009-11	[Redacted]
Description:	Printed copy of the electronic log for [Redacted] material identifying date, subject [Redacted].
Disposition:	PERMANENT. Cut off when 1 years old. Retire when 20 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-93-42, item 11
Date Edited:	5/7/2001

A-17-009-12	Defense Attaché System Files
Description:	Information on the placement and arrangements for military personnel overseas. Arranged alphabetically by country and cut off when 1 year old. Contains cables, memorandums, and correspondence with DOD.
Disposition:	See sub sections 12a and 12b for specific dispositions.
DispAuthNo:	N1-59-93-42
Date Edited:	7/30/2007

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A-17-009-12a	Defense Attaché System Files		
Description:	a. Codeword Material		
Disposition:	PERMANENT. Retire when 5 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 12a	Date Edited:	7/30/2007

A-17-009-12b	Defense Attaché System Files		
Description:	b. Non-codeword Material.		
Disposition:	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 12b	Date Edited:	7/27/2001

A-17-009-13	Concurrence Files		
Description:	Information [Redacted] arranged by posts. Contains memorandums, cables, reports, etc.		
Disposition:	PERMANENT. Cut off files when 2 years old. Retire when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 13	Date Edited:	5/7/2001

A-17-009-14	Discovery Files		
Description:	Information requested for litigation hearings and congressional committee requests. Contains all documentation that was generated on specific issues, events, or people.		
Disposition:	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-93-42, item 14	Date Edited:	4/1/1999

A-17-009-15	Reference Material		
Description:	Extra copies of publications, reports, and other material collected and used strictly as reference or research tools. This item does not cover any documentation created by or for INR/IL in carrying out its program responsibilities.		
Disposition:	Destroy when superseded or no longer needed.		
DispAuthNo:	Non-record	Date Edited:	4/1/1999

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A-17-009-16	Interagency Agreement Files		
Description:	Information leading up to final agreements reached among the intelligence agencies [Redacted]. Includes Memorandums of Understandings, general correspondence, etc.		
Disposition:	PERMANENT. Block annually. Retire all superseded agreements and background material to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-92-9, item 1	Date Edited:	7/27/2001
A-17-009-17	Subject Files		
Description:	Consist of cables and memorandums [Redacted] .		
Disposition:	PERMANENT. Block annually. Retire to SCI storage at the National Archives when 3 years old. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-92-9, item 2	Date Edited:	7/27/2001
A-17-009-18	Roger Channel - Administrative Chronological Files		
Description:	Chronological files pertaining to administrative actions taken [Redacted].		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-59-92-9, item 3	Date Edited:	7/27/2001
A-17-009-19	[Redacted] Files		
Description:	Cables, memorandums and other correspondence [Redacted].		
Disposition:	Upon separation or departure of employee, transfer to inactive file and destroy when one year old.		
DispAuthNo:	N1-59-92-9, item 4	Date Edited:	7/27/2001
A-17-009-20	Personnel Card File		
Description:	Pertinent information obtained from the inactive personnel files prior to their destruction.		
Disposition:	Destroy 10 years after last activity of the employee.		
DispAuthNo:	N1-59-92-9, item 5	Date Edited:	4/1/1999
A-17-009-21	[Redacted]		
Description:	[Redacted]		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	N1-59-92-9, item 6	Date Edited:	5/7/2001

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A-17-009-22 **Country Files**

Description: Information on administrative issues arranged by post. Contains cables.

Disposition: Review the information annually and destroy when no longer needed.

DispAuthNo: N1-59-92-9, item 7 **Date Edited:** 4/1/1999

A-17-009-23 **Program Files**

Description: Information arranged by subjects and countries on INR/IL/RD's coordination of posts reporting on three programs: (1) Country Director Evaluation, (2) Post Reporting Plan, and (3) Schedule Program Reports. Information consists of the office contacting posts to submit certain reports and then coordination of the appropriate INR's clearances on these reports. Consists mainly of cable traffic.

Disposition: PERMANENT. Block annually. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-9, item 1 **Date Edited:** 4/1/1999

A-17-009-24 **Chronological Files**

Description: Duplicate copies of outgoing correspondence such as telegrams, memorandums, letters, maintained in chronological order and used for reference purposes.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-9, item 2 **Date Edited:** 4/1/1999

A-17-009-25 **Research Review Clearance Files**

Description: Information documenting the policies and procedures of the Research Council which determines which research projects will be conducted by outside contractors. The Department grants final approval on each project.

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: N1-59-95-9, item 3 **Date Edited:** 4/1/1999

A-17-009-26 **Research Review Files**

Description: Requests from other intelligence agencies for Department of State's clearance on proposals for research projects and clearance for outside contractors to perform the projects. Files are arranged by project and include incoming requests and Department of State's response.

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: N1-59-93-13, item 1 **Date Edited:** 4/1/1999

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A-17-010-01a(4)	INR Information Support System (INRISS)		
Description:	a. Public Databases. (4) FBIS		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-94-13, item 1a(4)	Date Edited:	4/1/1999

A-17-010-01a(5)	INR Information Support System (INRISS)		
Description:	a. Public Databases. (5) News		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-94-13, item 1a(5)	Date Edited:	4/1/1999

A-17-010-01b(1)	INR Information Support System (INRISS)		
Description:	b. Non-public Databases. (1) CLO		
Disposition:	PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.		
DispAuthNo:	N1-59-94-13, item 1b(1)	Date Edited:	4/1/1999

A-17-010-01b(2)	INR Information Support System (INRISS)		
Description:	b. Non-public Databases. (2) SPE		
Disposition:	PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.		
DispAuthNo:	N1-59-94-13, item 1b(2)	Date Edited:	4/1/1999

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A-17-010-01c	INR Information Support System (INRISS)		
Description:	c. Profiles		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-94-13, item 1c	Date Edited:	4/1/1999
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A-17-010-01d	INR Information Support System (INRISS)		
Description:	d. Message, telegram and report documentation. Documentation includes, but is not limited to, the user manuals, systems descriptions, baseline requirements reports, reports, the record layout/file structure and codes for any fielded data element within a record or its envelope. When available, the documentation for each separate file will include any additional information about the content and organization of the file and/or context in which the messages were collected within the physical file.		
Disposition:	PERMANENT. Transfer a copy of the systems documentation to the National Archives with the records described in Items 1(a)(2), 1(a)(3), 1(b)(1), and 1(b)(2). Transfer any updates to the documentation with subsequent transfers of records.		
DispAuthNo:	N1-59-94-13, item 1d	Date Edited:	4/1/1999
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Office of Intelligence Resources**A-17-011-01a****Site Files**

Description: a. Files consist of material related to on-going Department interaction with intelligence agencies regarding collection activities. Files contain reports, evaluations, cables, input from other bureaus, and proposal memorandums. Files are arranged alphabetically by location. Early 1940s to present.

Disposition: PERMANENT. Cut off end of calendar year. Hold in current file area for 15 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-15, item 1a**Date Edited:**10/25/2002

A-17-011-01b**Site Files**

Description: File consists of material related to on-going Department interaction with intelligence agencies regarding collection activities. Files contain reports, evaluations, cables, input from other bureaus, and proposal memorandums. Files are arranged by location. Early 1940's to present.

b. Electronic copy produced on electronic mail and word processing systems.

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

DispAuthNo: N1-59-01-15, item 1b**Date Edited:**8/9/2007

A-17-011-02**SIGINT Satellite Issues.**

Description: Files contain INR originated documents on SIGINT satellite issues. 1980 to present.

Volume on hand: 4 cubic feet

Growth: one-half cubic foot annually

Disposition: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-012-15, item 2a**Date Edited:**10/25/2002

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A-17-011-03	Studies of Overhead Systems		
Description:	File consists of duplicate copies of studies and reports produced by the Intelligence Community Staff (ICS) on the intelligence collection program. This file contains comments, assessments, inputs and personal notes of State representative(s) to a variety of ICS committees.		
Disposition:	PERMANENT. Cutoff end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-15, item 3a	Date Edited:	10/25/2002

A-17-011-04	SIGINT Overhead Reconnaissance Systems (SORS) Activity Reports		
Description:	Files contain duplicate copies of other agencies weekly, biweekly, and monthly reports dealing with matters related to SIGINT Overhead Reconnaissance Systems.		
Disposition:	PERMANENT. Cutoff end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-15, item 4a	Date Edited:	10/25/2002

A-17-011-05	Foreign Relationship File		
Description:	Files contain cables and other correspondence related to agreements and Intelligence Community studies establishing foreign intelligence relationships and for determining current status of relationships. Filed alphabetically by country. 1980 to present. Volume on hand: 6 cubic feet Growth: one-quarter cubic foot annually		
Disposition:	PERMANENT. Cutoff at end of calendar year. Hold in current file area for 10 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-15, item 5a	Date Edited:	10/28/2002

A-17-011-06	Amplification of Current Department of State Requirements		
Description:	Files contain materials related to INR/IRE produced Department of State formal expression of intelligence needs for collection requirements and processing. Filed chronologically. 1986 to present. Volume on hand: 6 cubic feet Growth: 1 cubic foot annually		
Disposition:	PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at Records Service Center. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-01-15, item 6a	Date Edited:	10/28/2002

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A-17-011-07 **Second Party Files**

Description: Files contain materials related to intelligence sharing relationships with foreign governments. Includes copies of cables, memorandums, and reports related to SIGINT agreements with foreign governments. Filed chronologically by country. 1946 to present.

Volume on hand: 16 cubic feet
Growth: one-half cubic foot annually

Disposition: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-15, item 7a **Date Edited:** 10/28/2002

A-17-011-08 **Country Files**

Description: Files consist of materials related to countries targeted for collection and partnerships and agreements. Includes memorandums, cables, studies, and reports. Filed alphabetically by country. 1980 to present.

Volume on hand: 8 cubic feet
Growth: one-half cubic foot annually

Disposition: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-15, item 8a **Date Edited:** 10/28/2002

A-17-011-09 **National Foreign Intelligence Program Files**

Description: Files contain analysis of intelligence programs and budgets. 1982-1992

Volume on hand: 8 cubic feet
Growth: 0 cubic feet annually

Disposition: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-15, item 9a **Date Edited:** 10/28/2002

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A-17-011-10a	Committee/Board/Working Group Files
Description:	Executive Secretariat Responsibilities. Files contain notices of meetings, agendas, minutes, attendee lists, briefing notes, and follow up actions approved by the committee chair relating to intelligence resource issues. INR/IRE staff member serves as Executive Secretariat. 1997 to present. Volume on hand: 8 cubic feet Growth: one-half cubic foot annually
Disposition:	PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-59-01-15, item 10a
Date Edited:	10/28/2002
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A-17-011-10b	Committee/Board/Working Group Files
Description:	Representative Responsibilities. Files contain copies of documents related to committee, board, and working group representative activities on various program issues.
Disposition:	TEMPORARY. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Destroy when 10 years old.
DispAuthNo:	N1-59-01-15, item 10b
Date Edited:	10/28/2002
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A-17-011-11	Subject Files
Description:	Substantive files. Files contain memorandums, studies, reports, enclosures, telegrams, letters, forms and other materials relating to the programs and functions of the office. Arranged by subject. 1980 to present. Volume on hand: 4 cubic feet Growth: one-half cubic foot annually
Disposition:	PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-59-01-15, item 11a
Date Edited:	10/28/2002
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A-17-011-12	Reference Files
Description:	Files contain extra copies of publications, reports, notes from conferences and other material collected and used strictly as reference or research tool.
Disposition:	TEMPORARY. Destroy when superseded or no longer needed for reference.
DispAuthNo:	N1-59-01-15, item 12
Date Edited:	10/28/2002
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A-17-011-13 Briefing Files

Description: Files contain textual materials, vugraphs, and background papers generated for working group meetings, committees, planning groups, etc. Briefing materials prepared by INR/IRE for presentation to senior policy makers within the Department. 1980 to present.

Volume on hand: 2 cubic feet
Growth: one-half cubic foot annually

Disposition: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-15, item 13a **Date Edited:** 10/28/2002

A-17-011-14 Diplomatic Priorities Collection

Description: Files contain information establishing short-term Department of State policy makers areas of interest worldwide. Includes e-mail and facsimile copies used to make Department of State interests known. 1994 to present.

Volume on hand: 2 cubic feet
Growth: one-half cubic foot annually

Disposition: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 5 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old.

DispAuthNo: N1-59-01-15, item 14a **Date Edited:** 10/28/2002

A-17-011-15 FOIA Request Files

Description: Files contain materials created in response to requests for INR information under the FOIA. Consists of the original request, a copy of the reply, and all related supporting files which may include the official file copy of requested record or a copy thereof. Applies to: all FOIA files.

Disposition: See each sub item 15 for specific NARA approved disposition.

DispAuthNo: GRS 14 **Date Edited:** 10/28/2002

A-17-011-15a(1) FOIA Request Files

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

Access granted to all of the requested records.

Disposition: TEMPORARY. Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 11a(1) **Date Edited:** 10/28/2002

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A-17-011-15a(2)(a) **FOIA Request Files**

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

Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

Request not appealed

Disposition: TEMPORARY. Destroy 2 years after date of reply.

DispAuthNo: GRS 14, item 11a(2)(a) **Date Edited:** 10/28/2002

A-17-011-15a(2)(b) **FOIA Request Files**

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

Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

Request appealed

Disposition: TEMPORARY. Destroy in accordance with GRS citation.

DispAuthNo: GRS 14, item 12 **Date Edited:** 10/28/2002

A-17-011-15a(3)(a) **FOIA Request Files**

Description: Denying access to all or part of the records requested.

Request not appealed

Disposition: TEMPORARY. Destroy 6 years after date of reply.

DispAuthNo: GRS 14, item 11a(3)(a) **Date Edited:** 10/28/2002

A-17-011-15a(3)(b) **FOIA Request File**

Description: Denying access to all or part of the records requested.

Request appealed

Disposition: TEMPORARY. Destroy according to citation.

DispAuthNo: GRS 14, item 12 **Date Edited:** 10/28/2002

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A-17-011-15b **FOIA Request File**

Description: Official file copy of requested records.

Disposition: TEMPORARY. Dispose of in accordance with approved Department disposition instructions for the related records or with the related FOIA request, whichever is later.

DispAuthNo: GRS 14, item 11b **Date Edited:** 10/28/2002

A-17-011-16 **Working Files**

Description: Files are maintained by individual analysts and contain duplicate copies of documents that are located in official files. Files contain preliminary or rough drafts of documents and notes used in the preparation of final documents and reports.

Disposition: TEMPORARY. Analysts will periodically review, screen, and destroy material no longer needed, and transfer all essential documents to the appropriate office files. (Ref. N1-59-89-25, item 15)

DispAuthNo: **Date Edited:** 10/28/2002

A-17-011-17a **Electronic Mail and Word Processing System Copies.**

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

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

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

DispAuthNo: GRS 14, item 37a **Date Edited:** 10/31/2002

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Chapter 17: Intelligence and Research

Office of Intelligence Coordination

A-17-012-01 **Subject File.**

Description: File contains reports, memoranda, telegrams, briefing material, intelligence reports, and other correspondence. The files relate to the policies, plans, operations, and activities of the office. Arranged alphabetically by subject. 1996 to present.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 1a **Date Edited:** 12/9/2002

A-17-012-02 **Visa Case File.**

Description: File includes FBI correspondence about visa applications of certain foreign officials. 1993 to present.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area 10 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-04-02, item 2a **Date Edited:** 12/9/2002

A-17-012-03 **Interagency Committee File.**

Description: File contains documents related to the activities of an interagency committee to which INR is the State representative. File arranged by fiscal year. 1987 to present.

Disposition: PERMANENT: Cut off at end of fiscal year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 3a **Date Edited:** 12/9/2002

A-17-012-04 **Country Working File.**

Description: File contains telegrams and other documents from Intelligence Community Agencies.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 4a **Date Edited:** 12/9/2002

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A-17-012-05	National Counter Intelligence Policy Board (NACIPB) File.		
Description:	File room open shelves. File Contains agendas and other documents relating to the activities of the board.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 5a	Date Edited:	12/9/2002
A-17-012-06	Joint Working Group File.		
Description:	File contains reports and other agency materials necessary to coordinate the evaluation of responses with the Department's geographic bureaus. INR is the State representative to the working group, which meets bimonthly. Annual report responses formerly prepared are no longer required.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives when 25 years old.		
DispAuthNo:	N1-59-02-04, item 6a	Date Edited:	12/9/2002
A-17-012-07	Overseas Embassy Yearly walk-in Files.		
Description:	File contains emails and cables used as reference to provide guidance to overseas posts concerning administrative procedures for handling walk-ins and asylum seekers. Yearly updates.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area for 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 7a	Date Edited:	12/9/2002
A-17-012-08	Support to East European Democracies (SEED) File.		
Description:	File contains documents needed to respond to EUR and H initiated Tasker for INR preparation of the classified section of the SEED Act. File also contains copies of reports from previous years. 1995 to present.		
Disposition:	PERMANENT: Cut off at end of fiscal year. Hold in current file area 15 years and then retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 8	Date Edited:	12/9/2002

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A-17-012-09	Agreement Request File.		
Description:	File contains requests from country desks seeking information of proposed foreign ambassadors to U.S. 1993 to present.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current files area for 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 9a	Date Edited:	12/9/2002

A-17-012-10	National Visa Center (NVC) Files.		
Description:	File contains documents resulting from coordination of access procedures. 1995 to present.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area 15 years and then retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 10a	Date Edited:	12/9/2002

A-17-012-11	No Foreign Policy Objection (NFPO) File.		
Description:	File contains information related to counterintelligence activities within the U.S. 1990 to present		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area for 15 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 11a	Date Edited:	12/9/2002

A-17-012-12	Counterintelligence File.		
Description:	File contains country specific information on hostile intelligence service activities. Arranged by country. 1980 to 1993.		
Disposition:	PERMANENT: Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.		
DispAuthNo:	N1-59-02-04, item 12a	Date Edited:	12/10/2002

A-17-012-13	Chronological File.		
Description:	File contains duplicate copies of incoming and outgoing correspondence such as telegrams, memoranda, and letters that are maintained in chronological order and used for reference purposes only.		
Disposition:	TEMPORARY: Cut off at end of calendar year. Hold in current file area and destroy when 2 years old.		
DispAuthNo:	N1-59-02-04, item 13	Date Edited:	12/10/2002

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A-17-012-14 Joint Intelligence Community Law Enforcement Working Group (JICLE) File.

Description: File contains material and reports received and generated that are related to the operation of the JICLE. INR/IC is the Department of State representative to the working group.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for 15 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 14a **Date Edited:** 12/10/2002

A-17-012-15 Foreign Disclosure Working File.

Description: File contains information pertaining to Department of State requests to Intelligence Community (IC) agencies for release of intelligence information to foreign governments and requests from IC agencies for release of State information to foreign governments.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for 15 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 15 **Date Edited:** 12/10/2002

A-17-012-16 Special Access File.

Description: File contains memoranda and other documents related to policy for coordination of material for use in a Special Access Program. Information is used to produce a twice-yearly memorandum to the Under Secretary for Political Affairs. Filed chronologically. 1996 to present.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for 10 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 16a **Date Edited:** 12/11/2002

A-17-012-17 Leahy-Huddleston Annual Report to Congress File.

Description: File contains information on travel restrictions, privileges, and immunities of diplomats and officials assigned to the U.S. from countries considered to be national security threats to the U.S. Used for coordinating preparation of the congressionally mandated Leahy-Huddleston report. Report is produced by INR for signature of the President. Arranged chronologically. 1984 to present.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for 20 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

DispAuthNo: N1-59-02-04, item 17a **Date Edited:** 12/11/2002

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A-17-012-18 **Department of Justice (DOJ) Criminal Investigation Search Case File.**
Description: File contains information related to requests from the Department of Justice seeking State Department information that will support the Government's case. INR coordinates the Department-wide search and response. Filed by defendant's identity. 1996 to present.
Disposition: TEMPORARY: Cut off at end of calendar year case is closed. Hold in current file area 5 years and then destroy.
DispAuthNo: N1-59-02-04, item 18a **Date Edited:** 12/11/2002

A-17-012-19 **FOIA Request File.**
Description: File created for processing results of FOIA searches that produce SCI material. Consist of the original request, a copy of the reply, and related supporting files which may include the official file copy of requested record or copy thereof. INR/IC is the repository for all requests containing SCI information.
Disposition: See specific item 19 subsections.
DispAuthNo: N1-59-01-04 **Date Edited:** 8/19/2004

A-17-012-19a(1) **FOIA Request File.**
Description: File created for processing results of FOIA searches that produce SCI material. Consist of the original request, a copy of the reply, and related supporting files which may include the official file copy of requested record or copy thereof. INR/IC is the repository for all requests containing SCI information.

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

Granting access to all the requested records.
Disposition: TEMPORARY: Destroy 2 years after date of reply.
DispAuthNo: N1-59-02-04, item 19a(1) **Date Edited:** 12/12/2002

A-17-012-19a(2)(a) **FOIA Request File.**
Description: Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

Responding to requests for nonexisting records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

Request not appealed.
Disposition: TEMPORARY: Destroy 2 years after date of reply.
DispAuthNo: GRS 14, item a(2)(a) **Date Edited:** 12/12/2002

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A-17-012-19a(2)(b) **FOIA Request File.**
Description: Request appealed.
Disposition: TEMPORARY: Destroy in accordance with approved Department disposition instructions for the related record or with the related FOIA request, whichever is later.
DispAuthNo: GRS 14, item 12b **Date Edited:** 12/12/2002

A-17-012-19a(3) **FOIA Request File.**
Description: Denying access to all or part of the records requested.
Request not appealed.
Disposition: TEMPORARY: Destroy 6 years after date of reply.
DispAuthNo: GRS 14, item 11a(3)(a) **Date Edited:** 12/12/2002

A-17-012-19a(3)(b) **FOIA Request File.**
Description: Request appealed.
Disposition: TEMPORARY: Destroy 6 years after final determination by Department, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.
DispAuthNo: GRS 14, item 12a **Date Edited:** 12/12/2002

A-17-012-19b **FOIA Request File.**
Description: Official file copy of requested records.
Disposition: TEMPORARY: Dispose of in accordance with approved Department disposition instructions for the related records or with the related FOIA request, whichever is later.
DispAuthNo: GRS 14, item 12b **Date Edited:** 12/12/2002

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A-17-012-20a	FOIA Appeals File.		
Description:	File created in responding to administrative appeals under the FOIA for release of information denied by the Department, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein).		
Disposition:	TEMPORARY: Destroy 6 years after final determination by Department, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.		
DispAuthNo:	N1-59-02-04, item 20a	Date Edited:	12/12/2002

A-17-012-20b	FOIA Appeals File.		
Description:	Official file copy of records under appeal.		
Disposition:	TEMPORARY: Dispose of in accordance with approved Department disposition instructions for the related record or with the related FOIA request, whichever is later.		
DispAuthNo:	N1-59-02-04, item 20b	Date Edited:	12/12/2002

A-17-012-21a	FOIA Control File.		
Description:	File maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. Registers or listing.		
Disposition:	TEMPORARY: Destroy 6 years after date of last entry.		
DispAuthNo:	GRS 14, item 13a	Date Edited:	12/12/2002

A-17-012-21b	FOIA Control File.		
Description:	Other files.		
Disposition:	TEMPORARY: Destroy 6 years after final action by the Department or after final adjudication by courts, whichever is later.		
DispAuthNo:	GRS 14, item 13b	Date Edited:	12/12/2002

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A-17-012-22 **Reference File.**

Description: Extra copies of publications, reports, and other material collected and used strictly as reference or research tools. This item does not cover any documents created or received by INR/IC in conducting its program responsibilities. (Nonrecord)

Disposition: TEMPORARY: Destroy when superseded or no longer needed.

DispAuthNo: N1-59-02-04, item 22

Date Edited: 12/12/2002

A-17-012-23a **Electronic Mail and Word Processing System Copies**

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule.

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

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

DispAuthNo: GRS 14, item 37a

Date Edited: 12/16/2002

A-17-012-23b **Electronic Mail and Word Processing System Copies**

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

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

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

DispAuthNo: GRS 14, item 37b

Date Edited: 12/16/2002

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Current Intelligence Staff

A-17-013-01 **Night Owl Notes**

Description: One-page report for the Secretary of State covering the three to four most important intelligence items received overnight or over the course of the weekend (Weekend Wrap-Up).

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the RSC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-04-5, item 1 **Date Edited:** 1/14/2005

A-17-013-02 **INR Watch Office Log**

Description: Daily Log of all significant actions taken by INR Watch Office.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the RSC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-04-5, item 2 **Date Edited:** 1/18/2005

A-17-013-03 **Program Files**

Description: Correspondence such as reports, memorandums, telegrams, intelligence reports, briefing papers, and other material pertaining to current intelligence and the work of the Current Intelligence Staff. Maintained in chronological order.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the RSC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-04-5, item 3 **Date Edited:** 1/18/2005

A-17-013-04a **Electronic Mail and Word Processing System Copies**

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.
a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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

DispAuthNo: N1-59-04-5, item 4a **Date Edited:** 1/18/2005

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A-17-013-04b**Electronic Mail and Word Processing System Copies****Description:** b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.**Disposition:** Temporary. Destroy/delete when dissemination, revision, or updating is completed.**DispAuthNo:** N1-59-04-5, item 4b**Date Edited:**1/18/2005
