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## U.S. Department of State Records Schedule

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### Chapter 04: Information Management

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#### Information Management

**B-04-001-01 Information Management Officer (IMO) Files**

**Description:** Consists of correspondence regarding new or clarification of existing telegraphic, radio, telephone or telecommunications procedures, regulations, operations, etc. maintained by the Information Management Officer (IMO).

**Disposition:** Destroy when 3 years old, or when superseded by revision of appropriate publication.

**DispAuthNo:** NN-172-64, item 1 **Date Edited:** 4/1/1999

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#### Information Program Unit (IPU) Communications

**B-04-002-01 Information Program Files**

**Description:** Consists of correspondence regarding new or clarification of existing telegraphic, radio, telephone or telecommunications procedures, regulations, operations, etc. maintained in the IPU or by the Information Program Officer (IPO).

**Disposition:** Destroy when 3 years old, or when superseded by revision of appropriate publication.

**DispAuthNo:** NN-172-64, item 1 **Date Edited:** 4/1/1999

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**B-04-002-02 Telephone Call Tickets**

**Description:**

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

**DispAuthNo:** NN-172-64, item 2 **Date Edited:** 4/1/1999

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**B-04-002-03 Registers or Logs of Incoming and Outgoing Communications**

**Description:**

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** GRS 12, item 3a **Date Edited:** 4/1/1999

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**B-04-002-04 Chronological Files**

**Description:** Duplicate copies of correspondence.

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

**DispAuthNo:** Non-record **Date Edited:** 4/1/1999

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**Information Program Unit (IPU) Courier, Mail & Pouch****B-04-003-01 Diplomatic Courier Trip Reports (FS-400)****Description:****Disposition:** Destroy when 4 years old.**DispAuthNo:** II-NNA-3, item 8 **Date Edited:** 4/1/1999**B-04-003-02 Courier Certification and Pouch Receipt (OF-253)****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3, item 9 **Date Edited:** 4/1/1999**B-04-003-03 Pouch Invoices (OF-244)****Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 10 **Date Edited:** 4/1/1999**B-04-003-04 Diplomatic Courier Mail Receipts****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3, item 12 **Date Edited:** 4/1/1999**B-04-003-05 Excess Baggage Authorizations for Couriers****Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 13 **Date Edited:** 4/1/1999**B-04-003-06 Courier Schedules and Itineraries****Description:****Disposition:** Destroy when 3 months old.**DispAuthNo:** II-NNA-3, item 14 **Date Edited:** 4/1/1999

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**B-04-003-07**      **Checkout Sheet for Couriers**  
**Description:**  
**Disposition:**      Destroy when 1 year old.  
**DispAuthNo:**      II-NNA-3, item 15                      **Date Edited:**                      4/1/1999

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**B-04-003-08**      **Official Courier Letters**  
**Description:**  
**Disposition:**      Destroy when 3 months old.  
**DispAuthNo:**      II-NNA-3, item 16                      **Date Edited:**                      4/1/1999

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**B-04-003-09**      **Correspondence regarding Courier Service and Pouch Delivery**  
**Description:**  
**Disposition:**      Destroy when 2 years old.  
**DispAuthNo:**      II-NNA-3, item 17                      **Date Edited:**                      4/1/1999

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**B-04-003-10**      **Correspondence regarding Passports and Visas for Courier Use**  
**Description:**  
**Disposition:**      Destroy when 2 years old.  
**DispAuthNo:**      II-NNA-3, item 18                      **Date Edited:**                      4/1/1999

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**B-04-003-11**      **Receipts for Registered Mail**  
**Description:**  
**Disposition:**      Destroy when 1 year old.  
**DispAuthNo:**      GRS 12, item 5a                      **Date Edited:**                      4/1/1999

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**B-04-003-12**      **Requisitions for Pouch Supplies**  
**Description:**  
**Disposition:**      Destroy when 6 months old.  
**DispAuthNo:**      II-NNA-3, item 19                      **Date Edited:**                      4/1/1999

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#### Information Program Unit (IPU) Communications Security

**B-04-004-01 Daily Sight Check Inventory**

**Description:** Consists of a list of short titles of each item inventoried, the initials of the person making the inventory, and the date and time.

**Disposition:** Destroy on completion of next quarterly inventory. Maintain a minimum of 3 months and a maximum of 6 months of logs on hand, (e.g., on June 30 destroy January--March records, etc.).

**DispAuthNo:** NN-172-64, item 6 **Date Edited:** 4/1/1999

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**B-04-004-02 COMSEC Material Report (SF-153)**

**Description:** COMSEC Material Report, SF-153, or other approved documents used to control COMSEC material. Includes reports for recording transfer, inventory, hand receipt, destruction, possession, and similar transactions.

**Disposition:** Destroy on completion of second inventory following period of reports. Maintain a minimum of 6 months and a maximum of 9 months (e.g., on Dec. 31 destroy April/June records, etc.)

**DispAuthNo:** NN-172-64, item 7 **Date Edited:** 4/1/1999

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**B-04-004-03 COMSEC Material Supply Correspondence Files**

**Description:** Consist of correspondence which concerns the need for, supply and use of, and telegraphic acknowledgement of receipt for and destruction or other disposition instructions for COMSEC Material.

**Disposition:** Destroy when 2 years old or when particular system is discontinued, whichever occurs first.

**DispAuthNo:** NN-172-64, item 8 **Date Edited:** 4/1/1999

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**B-04-004-04 COMSEC Accounting Bulletins**

**Description:** Informal accounting guidance for COMSEC custodians.

**Disposition:** Destroy when 1 year old unless needed longer for reference purposes, but in no case for more than 3 years.

**DispAuthNo:** NN-172-64, item 9 **Date Edited:** 4/1/1999

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**B-04-004-05 COMSEC Memorandums**

**Description:** Correspondence specifically related to accounting reports and maintenance of COMSEC Account.

**Disposition:** Destroy when no longer needed for reference purposes.

**DispAuthNo:** NN-172-64, item 10 **Date Edited:** 4/1/1999

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<b>B-04-004-06</b>	<b>Appointment of Crypto Custodian and Alternate</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when updated form is submitted to the Department.
<b>DispAuthNo:</b>	NN-172-64, item 11
<b>Date Edited:</b>	4/1/1999
<b>B-04-004-07</b>	<b>Authorized Entrance List and Visitors Register</b>
<b>Description:</b>	A list of all personnel authorized to enter the IPU and a register to record arrival and departures of all others who are authorized by the Principal Officer to enter.
<b>Disposition:</b>	Destroy when 1 year old except sheets involved in a security report or investigation which will become an integral part of the report or investigation.
<b>DispAuthNo:</b>	NN-172-64, item 12
<b>Date Edited:</b>	4/1/1999
<b>B-04-004-08</b>	<b>COMSEC Transaction Continuity Log</b>
<b>Description:</b>	Consists of transaction number, type of report, and date or other remarks used to maintain strict continuity in assignment of transaction numbers to SF-153 accounting reports.
<b>Disposition:</b>	Cut off at end of year and destroy.
<b>DispAuthNo:</b>	NN-172-64, item 13
<b>Date Edited:</b>	4/1/1999
<b>B-04-004-09</b>	<b>COMSEC Discrepancy Correspondence File</b>
<b>Description:</b>	Consists of correspondence or reports granting or related to authorization for an operation or installation which is not in accord with prescribed regulations.
<b>Disposition:</b>	Retain as long as discrepancy exists and destroy when discrepancy has been corrected.
<b>DispAuthNo:</b>	NN-172-64, item 14
<b>Date Edited:</b>	4/1/1999
<b>B-04-004-10</b>	<b>Memorandum of Appointment of COMSEC Officer</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when new appointment is made.
<b>DispAuthNo:</b>	NN-172-64, item 15
<b>Date Edited:</b>	4/1/1999
<b>B-04-004-11</b>	<b>Report of Violation of Communications Security (FS-507)</b>
<b>Description:</b>	Consist of copies of FS-507 and related correspondence.
<b>Disposition:</b>	Destroy when 2 years old.
<b>DispAuthNo:</b>	NN-172-64, item 16
<b>Date Edited:</b>	4/1/1999

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#### **B-04-004-12 Cryptographic Clearance Correspondence Files**

**Description:** Includes requests for clearance and grants of clearance.

**Disposition:** Destroy when person whose clearance is discussed no longer requires the clearance and/or departs for another assignment.

**DispAuthNo:** NN-172-64, item 17

**Date Edited:**

4/1/1999

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#### **B-04-004-13 Local Destruction Certificates**

**Description:** Consists of segment information cards, usage records or post developed forms.

**Disposition:** Destroy 30 days after Report of Destruction, is submitted.

**DispAuthNo:** NN-172-64, item 18

**Date Edited:**

4/1/1999

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#### **B-04-004-14 COMSEC Guidance Files**

**Description:** Correspondence regarding communications security regulations, standards and procedures. Includes guidance on storage, shipment and destruction of COMSEC material, performance and scheduling of technical inspection, TEMPEST in general, and construction of communications center.

**Disposition:** Destroy when 3 years old or when superseded by revision to appropriate publication.

**DispAuthNo:** NN-172-64, item 19

**Date Edited:**

4/1/1999

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### Information Systems Unit (ISU)

#### **B-04-005-01 Information Management Systems Feasibility Study**

**Description:** Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

**Disposition:** Destroy 5 years after completion or cancellation of study.

**DispAuthNo:** GRS 16, item 9

**Date Edited:**

4/1/1999

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