

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-00-1	DATE RECEIVED 11/24/2000
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Human Resources		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Director General of the Foreign Service			
4. NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE 202 261-8339	DATE 11-31-01	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11-17-00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer	

7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

*Copy to: agency, NWMD 8/7/01 cllb
NWME NWMW*

SECTION 1 DIRECTOR GENERAL OF THE FOREIGN SERVICE

1. 040101 Director General Messages.

Communications between the Director General of the Foreign Service and the Principal Officer of a Foreign Service post on sensitive personnel matters (captioned DIRGEN CHANNEL). Also included are communications dealing with agreement requests for American Ambassadors and Ministers as well as matters relating to the appointment, resignation, or transfer of an American Chief of Mission or Charge d' Affairs (captioned AGREEMENT CHANNEL).

- a. Recordkeeping copy (paper).

DISPOSITION: Destroy when 5 years old (NC1-59-79-9)

- 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.

2. 040102 Correspondence Files.

Consist of letters, telegrams, memoranda and miscellaneous correspondence, prepared by the Director General pertaining to administrative and sensitive personnel matters, etc.

- a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 2 years old for transfer to WNRC. Destroy when 5 years old.

- 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.

~~040103-040106 Reserved for future use.~~

Board of the Foreign Service

3. 040117 Board of the Foreign Service (BFS) Administrative Files.

Consist of personnel, budget requests, and other administrative records.

a. Routine correspondence including reference copies of information memoranda, meeting notices, requisitions, etc.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old. (NC1-59-77-3, item 1a)

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

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

b. All other records, including budget files, requests.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 1b)

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

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

4. 040118 Board of the Foreign Service Subject Files.

Consist of agreements under E.O. 11636, correspondence, studies, memoranda, etc.

a. Routine papers including copies of EEO circulars, Executive Orders, questionnaires, reference copies of routine correspondence, transmittal letters, agreements sent to BFS for information.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old. (NC1-59-77-3, item 2a)

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

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

b. All other files, including studies commissioned by BFS and current interagency agreements.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 2b)

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

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

5. 040119 Board of the Foreign Service Meeting Files.

Notices of meetings, documents considered, verbatim transcripts, minutes, and related correspondence.

a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 20 years old. (NC1-59-77-3, item 4)

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.

6. 040120 Employee-Management Relations Commission Subject Files.

Material pertaining to administration, membership, rules, regulations, etc.

a. Routine papers including AFSA proceedings, letters of transmittal, AFGE publications, and newspaper clippings.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old. (NC1-59-77-3, item 8a)

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

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

b. All other files including drafts of rules, regulations, and procedural guides.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 10 years old. (NC1-59-77-3, item 8b)

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

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

7. 040121 Employee-Management Relations Commission Case Files.

Cases considered by the Employee-Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violations of standards of conduct; obligation of management to consult. Includes charges, responses, briefs, decisions, and related correspondence and documentation.

- a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 20 years old. (NC1-59-77-3, item 9)

- 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.