

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-01-19
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	6/21/02
2. MAJOR SUBDIVISION Bureau of Political-Military Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Contingency Planning and Peacekeeping		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Alice S. Ritchie	(202) 261-8511	7-29-02	<i>John 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 2 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,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
06/19/2002	Margaret G. Peppe <i>Margaret G. Peppe</i>	Division Chief, A/RPS/IPS/PP

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 GRS OR SUPERSEDED JOB CITATION	10.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

May 16, 2002

**BUREAU OF POLITICAL-MILITARY AFFAIRS (PM/PPP)**

**Office of Contingency Planning and Peacekeeping**

**1. Subject Files**

a. Recordkeeping copies. Files contain information on a variety of issues and programs pertaining to contingency planning. Cables, memorandums, reports, etc on political-military planning, peacekeeping, coalition warfare, public diplomacy, peacekeeping, UN issues, civil affairs, information operations, civilian policing, demobilization, humanitarian relief, and other functional matters handled by the office. Arranged by subject.

Permanent. Cutoff at end of calendar year. Maintain in current file area for five years and then retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New item)

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

Temporary. Delete once recordkeeping copy has been produced. (New item)

**2. Regional/Country Files**

a. Recordkeeping copies. Files information on a variety of issues and programs pertaining to contingency planning. Cables, memorandums, reports, etc. on political-military planning, peacekeeping, coalition warfare, public diplomacy, peacekeeping, UN issues, civil affairs, information operations, civilian policing, demobilization, humanitarian relief, and other functional matters handled by the office. Arranged by country or region.

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and then retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New item)

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

Temporary. Delete once recordkeeping copy has been produced. (New item)

**3. Political-Military Plans**

a. Recordkeeping copies. Files containing political-military plans authored for real world and hypothetical contingencies. Arranged by country or region.

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and then retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (New item)

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

Temporary. Delete once recordkeeping copy has been produced. (New item)

#### **4. Managing Complex Contingency Operations**

a. Recordkeeping copies. Files contain cables, memorandums, reports, etc. on the directive dealing with planning for worldwide complex contingency operations. Files also include faxes, cables, memorandums, reports, etc. of the CP-IWG (Contingency Planning Interagency Working Group) and the topics it addresses.

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and then retire to Records Service Center. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (New item)

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

Temporary. Delete once recordkeeping copy has been produced. (New item)

#### **5. Trip Reports from Interagency Exercises**

a. Recordkeeping copies. Files contain memorandums, reports, etc on office's participation in interagency or military exercises.

Temporary. Cutoff at end of calendar year. Maintain in current file area for two years and then destroy.

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

Temporary. Delete once recordkeeping copy has been produced. (New item)

#### **6. Weekly Activities Report**

a. Recordkeeping copies. File contains summaries of the weekly activities of PM/CPP. Arrange annually or other specific time period.

Temporary. Cutoff at end of calendar year. Hold in current file area and destroy when one year old. (New items)

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

Temporary. Delete once recordkeeping copy has been produced. (New item)