

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-05-7	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 10/27/04	
2. MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Cultural Property Advisory Committee		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE	ARCHIVIST OF THE UNITED STATES
		<i>5/9/05</i>	<i>Althea Weir</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 3 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 April 18, 2005	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached pages.		

(4/25/05)
SA copies sent to agency, NWMO, NWA, NWOTC

CULTURAL PROPERTY ADVISORY COMMITTEE (ECA/P/C)

1. Meeting Files.

Contain agendas, memorandums, minutes of meetings, meeting announcements, correspondence, testimony, and other material relating to the policies, plans, and activities of the Cultural Property Advisory Committee.

DISPOSITION: **PERMANENT.** Break file annually. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old in five-year blocks.

2. Country Import Restriction Request Files.

Arranged by country. Contains requests received by ECA from other countries and referred to the Committee for review. All aspects of the review and investigation process and the preparation of Committee reports, photographs of typical artifacts, lists of experts to identify artifacts, and correspondence and U.S. Customs documents implementing import restrictions are kept. Also, contains records of the Committee's ongoing review of effectiveness of the import restrictions and reports to the President and the Congress.

DISPOSITION: **PERMANENT.** Retire records to the RSC two years after the expiration of restrictions. Transfer to WNRC seven years after expiration of restrictions. Transfer to the National Archives when twenty-five years old in five-year blocks.

3. Country Files.

Arranged by name of country. Contains files arranged by country and foreign service post. These include correspondence, country plans, foreign legislation, newspaper articles, and any issues and concerns of a specific country.

DISPOSITION: **PERMANENT.** Break file when restriction expires. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old.

4. Subject Files.

Arranged by subject. Contains files relating to the program activities of the Administrative Staff of the Cultural Property Advisory Committee. Included is correspondence, country information, periodical literature, and other material relating to major issues involving international cultural property.

DISPOSITION: **PERMANENT**. Break file annually. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old in five-year blocks.

Ambassador's Fund for Cultural Preservation

5. Funded Project Program Files.

The records covered by this item include reports, plans, correspondence, memorandums, and other material relating to projects funded by the congressionally mandated Ambassador's Fund for Cultural Preservation. Included is documentation about overall policymaking relating to Ambassador's Fund for Cultural Preservation activities.

DISPOSITION: **PERMANENT**. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old in five-year blocks.

6. Annual Reports (Ambassador's Fund).

This item covers the Ambassador's Fund for Cultural Preservation Annual Reports to Congress.

DISPOSITION: **PERMANENT**. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old in five-year blocks.

Cultural Antiquities Task Force

7. Cultural Heritage Files.

The records covered by this item include reports, plans, correspondence, memorandums, and other material relating to the program activities of the congressionally mandated Cultural Antiquities Task Force. Included is documentation about overall policymaking relating to Cultural Antiquities Task Force activities.

DISPOSITION: **PERMANENT**. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old in five-year blocks.

8. Annual Reports (Cultural Antiquities).

This item covers the Cultural Antiquities Task Force Annual Reports to Congress.

DISPOSITION: PERMANENT. Retire to RSC when two years old. Transfer to WNRC when seven years old. Transfer to the National Archives when twenty-five years old in five-year blocks.

9. Electronic Mail and Word Processing Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by 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 are 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 used only to produce the recordkeeping copy.

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

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

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