Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
Department of State

2 Major Subdivision
Office of the Coordinator (IIP)

3 Minor Subdivision

4 Name of Person with whom to confer
Cornelius Kelliher

5 Telephone (include area code)
202-261-8684

Leave Blank (NARA Use Only)

Job Number
N1-59-09-13

Date Received
4/15/09

Notification to Agency
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date
2010

Archivist of the United States

6 **Agency Certification**
I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition 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 note 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

[X] is not required [ ] is attached [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Tasha M Thian	Agency Records Officer	04-06-2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

May 25, 2010

Office of the Coordinator

1. Subject Files

Description: Files contain substantive information relating to the activities of the Coordinator, Principal Deputy Coordinator, Deputy Coordinators, and their special assistants in directing and carrying out the policy and program functions, duties, and responsibilities of the Bureau of International Information Programs. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to IIP programs. Arranged chronologically by subject. Covers the period 2000 to present.

Disposition: PERMANENT. Break files annually by fiscal year. Retire when 3 years old to records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old

DispAuthNo: New item.

2. Schedule of Daily Activities

Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Coordinator, Principal Deputy Coordinator, Deputy Coordinators, and their assistants in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.

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

DispAuthNo: GRS-23, item 5a

3. Office Administrative Files

Description: Records accumulated by the Office of the Coordinator that relate to the internal administration or housekeeping activities of the Office rather than the overall management and policy direction functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office, or of the Bureau as a whole.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when two years old or no longer needed, whichever is sooner.

DispAuthNo: GRS-23, item 1

4. Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.

DispAuthNo: GRS-1, item 18a

5. Working Papers and Background Material

Description. Included are extra copies of communications and correspondence; publications of the department, other Federal agencies; newspaper clippings, reference material; studies, notes, drafts, interim reports and background data on Office programs, projects and initiatives.

a. Drafts recording necessary approval or changes and other essential documents.

Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed.

DispAuthNo: Note. See 5 FAH-4, H-215.

b. Extra copies of communications and correspondence; publications of department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.

DispAuthNo: Non-record Destroy the remainder of the file when projects or assignments are completed. Note: See 5 FAH-4, H-216

6. Chronological Files

Description: Extra copies of communication, correspondence, and other documents arranged in order of occurrence either alphabetically or by another method, and used as a general reading and/or reference file.

Disposition: PERMANENT. Cutoff files annually by fiscal year. Retire when 3 years old to records storage facility for eventual transfer to the National Archives in five year blocks when twenty-five years old.

DispAuthNo: New item.

7. Word Processing Files

Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.

DispAuthNo: GRS-20, item 13

8. Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo. GRS-20, item 14

RECOMMENDATION TO THE ARCHIVIST ON RECORDS DISPOSITION REQUEST	Job No N1-059-09-13 Item Count: 2

SUMMARY

The Department of State requests disposition authority for Bureau of International Information Programs (IIP) records, Office of the Coordinator program records.

Proposed for permanent retention are subject and chronological files that contain unique and important documentation relating to work, activities, policies and operations of the Bureau These records have permanent value because of their high potential research value.

RECOMMENDATION

☐ 1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government

☒ 2 APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government The agency will transfer these records to the National Archives as specified **Items** 1, 6

☐ 3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition

☐ 4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

☒ Not required.

☐ Required — Publication Date
Copies Requested 0
Comments Received 0

MBH 05/26/10

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal	Appraiser	Scott A Jobson	5/25/2010
	NWML	Lawrence A. Brewer	5-26-10
Concurrences	NWM	Julie Hu	5-26-2010