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
Bureau of International Information Programs (IIP/P)

3 Minor Subdivision

4 Name of Person with whom to confer: Robert Kogok

5 Telephone (include area code): 202-663-3903

Leave Blank (NARA Use Only)

Job Number: N1-059-09-19

Date Received: 4/27/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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: 13 July 10

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 4 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	04-16-2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

IIP/Office of Policy, Planning, and Evaluation
Records Disposition Schedule

1. Subject/Project Files

Description: Files contain substantive information relating to the activities of the office director and office staff in directing and carrying out the policy and program functions and responsibilities of the Office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to the Office of Policy, Programs, and Evaluations. Arranged chronologically by subject and/or project. Covers the period 2000 to present.

Disposition: PERMANENT. Break files annually, by fiscal year. Retire when 3 years old to a record storage facility for eventual transfer to the National Archives in 5 year blocks when twenty-five years old.

DispAuthNo: New item

2. INFOCENTRAL Website: (https://infocentral.state.gov)

Description: INFOCENTRAL is a web portal providing press and policy guidance, talking points, official texts, and other background information to State Department officers and other USG officials engaged in communication and outreach with foreign publics. Maintained by IIP's Office of Policy, Planning, and Evaluation, INFOCENTRAL offers current, comprehensive, and substantive source material and serves as a valuable one-stop public diplomacy tool. Covers the period 2000 to present.

a. Content Records

Contents include guidance, reports, and texts from the State Department and White House; a daily Rapid Response report highlighting media trends on key issues; daily news clippings on U.S. foreign policy issues; daily State Department press guidance; and direct links to such other resources as the Counter Terrorism Communications Center and the Office of Research. INFOCENTRAL also offers such tools as ready-to-use PowerPoint presentations, an international events calendar, and a compilation of public diplomacy best practices. Although the site does not contain classified information, the material it contains is not intended for public distribution.

Disposition: PERMANENT. Cutoff with snapshot of site at end of fiscal year. Transfer a pre-accession copy of the content snapshot to the National Archives in five year blocks

in a format acceptable by regulation at the time of transfer Transfer to National Archives when 25 years old.

DispAuthNo: New item

~~b. Operations and Maintenance Records~~

~~Documentation files that consist of documents created or received in the development, design, implementation, operations, and maintenance of the INFOCENTRAL website.~~

~~Disposition: PERMANENT: Cutoff and transfer copy to National Archives along with copy of permanent records to which the documentation relates.~~

~~DispAuthNo: GRS 20, item 11a. (2)~~

~~3. 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 Office director and staff 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 2 years old or when no longer needed, which ever is later.~~

~~DispAuthNo: GRS 23, item 5a~~

~~4. Office Administrative Files~~

~~Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation 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.~~

~~Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when 2 years old or no longer needed, whichever is later.~~

~~DispAuthNo: GRS 23, item 1~~

~~5. Duplicate Personnel Files~~

~~Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-HP/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, item18a~~

~~6. Working Files and Background Material~~

~~Description: Included are extra copies of communications and correspondence; publications of the Department and 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. Note: See 5 FAH-4, H-215~~ FILING INSTRUCTION

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

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

~~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~~