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/C)

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: N1-059-09-20

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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: 15 Aug 12 — 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 disposition 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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		

June 2012

Office of [Content Management Systems]

1 Subject/Project Files

Description Copies of material created/received in the Office of the Coordinator, IIP Documents include reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and related material Arranged chronologically by subject and/or project

Disposition TEMPORARY Destroy/delete when 3 years old or no longer needed, whichever is later

DispAuthNo New item

2 Working Papers and Background Material

Description copies of communications and correspondence, publications of the Department and other federal agencies, newspaper clippings, reference material and studies, notes, drafts, and interim reports on office programs, projects, and initiatives

a Drafts recording necessary approvals or changes and other essential documents
Disposition Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed SEE 5 FAH-4, H-215

b Extra copies of materials described above
Disposition Non-record, destroy/delete when projects or assignments are completed SEE 5 FAH-4, H-216

Filing Instruction

DispAuthNo New item

3 Washington File Compiler System

Description Washington File Compiler System (WFCS) is used by IIP editors to assemble compilations of the daily Washington File publications (in regional editions and multiple languages) from individual text items produced or acquired by IIP writers The

application outputs the Washington File in plain text, HTML, and XML versions for distribution over the web, posting on a listserv and replication to overseas Posts

a Content Records

Disposition TEMPORARY Destroy/delete when superseded or no longer needed for program purposes

DispAuthNo New item

~~b Operation and Management Records~~

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records. Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule~~

~~Disposition TEMPORARY Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later~~

GRS

~~DispAuthNo GRS 20/11a1~~

~~4. 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. (Excluding materials determined to be personal records or records of high-level officials.)~~

~~Disposition TEMPORARY Destroy /delete when 2 years old or when no longer needed for convenience of reference~~

GRS

~~DispAuthNo GRS 23/ 5b~~

~~5 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/delete these items when two years old

DispAuthNo GRS 23/ 1

GRS

6. 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

GRS

DispAuthNo GRS 1/ 18a

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

GRS

DispAuthNo GRS 20/13

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

GRS

DispAuthNo GRS 20/14