

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	N1-59-95-11
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	12/31/96
2. MAJOR SUBDIVISION Office of the Legal Adviser (L)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
Betty Bates	(202) 647-6018	2-21-97	John W. Carl

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 32 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 12/11/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Department of State 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached 78 items for the Office of the Legal Adviser. <i>All pen-and-ink charges made per telephone conversation of January 17, 1997, between Kenneth F. Rossman (Department of State) and David A. Langbart (NARA). DALangbart, NWRM 1/27/97</i>		

I. OFFICE OF THE LEGAL ADVISER

(L)

1. Legal Adviser's Files

a. Subject Files

Telegrams, memorandums, reports, notes and other documentation on subjects of relevance or interest to the Legal Adviser arranged by subject.

PERMANENT. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 4 cu. ft.

b. Chronological Files

Extra copies of outgoing documents filed chronologically.

PERMANENT. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

Est. volume on hand: 8 cu. ft.
Est. annual accumulation: 2 cu. ft.

2. Principal Deputy and Deputy Legal Advisers' Files

a. Subject Files

Telegrams, memorandums, reports, notes, correspondence and other documentation on subjects of relevance or of interest to incumbent.

PERMANENT. Retire to RSC 1 year after end of tenure of principals for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 4 cu. ft.

b. Chronological Files

Chronological arrangement of copies of all documents signed by incumbent. These documents do not necessarily

duplicate the subject files.

PERMANENT. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

Est. volume on hand: 8 cu. ft.
Est. annual accumulation: 3 cu. ft.

3. Staff Assistant's Files

a. Top Secret Documents - arranged in chronological order

Permanent. Cut off at the end of the calendar year. Retire to RSC when 2 years old ✓ Transfer to the National Archives when 30 years old. *for transfer to WNRC.*

Est. volume on hand: 8 cu. ft.
Est. annual accumulation: 2 cu. ft.

b. NODIS and EXDIS Documents

Destroy when 1 year old or when no longer needed for operational purposes, whichever is sooner. Record copies are maintained by S/S.

4. Weekly Reports

Weekly reports from component offices of the Legal Adviser providing an overview of the work and activities of the offices as well as key issues that arise, that are being worked on, and that have been resolved.

PERMANENT. Cut off at the end of the calendar year. Retire to RSC when 2 years old ✓ Transfer to the National Archives when 30 years old. *for transfer to WNRC.*

II. OFFICE OF BUILDINGS AND ACQUISITIONS (L/BA)

5. Litigation case files

Memorandums, correspondence, reports to courts, contracting officer's decisions, proposals, bid protests and other documentation relating to litigation by or against U.S. involving acquisition, construction and management of foreign property. Arranged by name of claimant and court case number.

Retire to RSC 6 months after close of case and the appeal date has passed. Destroy 6 years and 3 months after close of case and the appeal date has passed.

6. Contract claim files

Correspondence, memorandums, reports, copies of contracts and other documents relating to the negotiation and settlement of contract cases. Arranged by name and then contract claim number.

Retire to RSC 6 months after settlement of case. Destroy 6 years after settlement of the case.

7. Subject Files

Working files containing miscellaneous correspondence, memorandums, and other documentation accumulated while servicing client bureaus relating to acquisition and management of foreign property.

Destroy as space requirements and frequency of use dictate. Send unique documents to the office of record, i.e. FBO, OPR, etc.

III. BOARD OF APPELLATE REVIEW (L/BAR)

8. Decisions of the Board of Appellate Review

Copies of Board Decisions arranged in alphabetical order by appellate. No correspondence is included. Includes full set and published opinions.

PERMANENT. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.

Est. volume on hand: 2 cu. ft.
Est. annual accumulation: 0 cu. ft.

9. Transcripts of Hearings

Destroy when 2 years old.

10. Subject Files

Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material.

- a. Historical Files. Records relating to the establishment, organization, work, activities, and authorities of the board and predecessor organizations.

PERMANENT. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.

- b. All other records.

Destroy as space requirements and frequency of use dictate.

IV. OFFICE OF THE EXECUTIVE DIRECTOR (L/EX)

11. Management Analysis Files

Subject files used to do special analytical projects such as workload analysis, efficiency studies, monitoring of staffing patterns, employment projections; other special projects including internal control liaison and liaison with the Office of Inspector General. Copies of OIG inspection reports and correspondence regarding compliance, memorandums, staff patterns, requisitions, and other reports and correspondence.

Destroy when no longer needed for operational purposes.

12. Recruitment Files

Resumes, transcripts and reviews of resumes arranged in alphabetical order.

Destroy when 3 years old. (GRS 1, item 15)

13. Special Projects and Reports Financial Files

Purchase orders, public vouchers, obligations documents, memorandums and other documents relating to special projects and reports in the bureau such as the Protective Fisherman's Fund, the Victory Van US-Iranian Claim, Law Digest and Relocation of SA-9.

Destroy when no longer needed for operational purposes.

Law Library

14. Opinions and Reports of the Examiner of Claims, the Solicitor, and the Legal Adviser, 1865-1950

Arranged chronologically in bound volumes entitled **OPINIONS AND REPORTS EXAMINER OF CLAIMS; OPINIONS AND REPORTS OF THE SOLICITOR; OPINIONS OF THE LEGAL ADVISER**. Written reports and opinions of the Department's legal counsel.

PERMANENT. Retire to RSC after having been installed on CD-ROM server for immediate transfer to the National Archives.

V. GEOGRAPHIC OFFICES

(L/AF, L/ARA, L/EAP, L/EUR, L/NEA)

15. SUBJECT and COUNTRY FILES arranged by subject and by country

Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, airgrams, memoranda, articles, legislative histories, depositions, legal briefs, and other legal documents, policy statements, press releases, and other documentation that the office has accumulated while providing advice and support to client bureaus.

PERMANENT. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 245 cu. ft.
Est. annual accumulation: 28 cu. ft.

16. LEGAL CASE FILES arranged by subject, country, and name

Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, airgrams, memoranda, articles, legislative histories, depositions, legal briefs, and other legal documents, policy statements, press releases, and other documentation that the office has accumulated while providing advice and support to client bureaus.

PERMANENT. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 29 cu. f t.
Est. annual accumulation: 5.9 cu. ft.

17. ORGANIZATION and CONFERENCE FILES arranged by organization, thereunder by subject, case name or conference date

Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation or interest in national and international organizations addressing issues concerning countries in the assigned geographical areas.

PERMANENT. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Record Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 35 cu. ft.
Est. annual accumulation: 9 cu. ft.

18. SECRETARY OF STATE BRIEFING BOOKS

Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements.

a. Record Copy

PERMANENT: Retire to RSC 1 year after conclusion of agreement. Transfer to the WNRC immediately thereafter. Transfer to the National Archives when 30 years old.

Est. volume on hand: 6 cu. ft.
Est. annual accumulation: 1 cu. ft.

b. Extra Copies

Destroy when 1 year old.

19. GENERAL BACKGROUND/BRIEFING BOOKS

Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions.

a. Master Copy

PERMANENT. Retire to the RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 18 cu. ft.
Est. annual accumulation: 4 cu. ft.

b. Extra Copies

Destroy when 1 year old.

VI. OFFICE OF CONSULAR AFFAIRS (L/CA)

20. Litigation Case Files

Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs. Arranged by name of litigant and case number.

a. Precedent cases

PERMANENT. Retire to RSC 1 year after close of case for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after close of case.

Est. volume on hand: 1 cu. ft.
Est. annual accumulation: 1 cu. ft.

b. Non-precedent cases

Retire to RSC when 1 year old. Destroy when 2 years old.

21. Subject Files

Memorandums, telegrams, correspondence, legal documents and other documentation pertaining to consular affairs, including international agreements.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 8 cu. ft.
Est. annual accumulation: 4 cu. ft.

**VII. OFFICE OF INTERNATIONAL CLAIMS AND INVESTMENT
DISPUTES
(L/CID)**

22. Country Claims Files

Claims of U.S. nationals against foreign governments relating to confiscation, breach of contract, denial of justice, war damage, mob violence and wrongful death, etc. Includes claim, telegrams, correspondence between the Department and claimant along with documentary evidence as may be necessary to substantiate claim. Arranged by country and thereunder by subject or case.

Retire to RSC 5 years after resolution of claim for transfer to the Washington National Records Center (WNRC). Destroy 20 years after resolution of claim.

23. Subject Claims Files

Memorandums, correspondence, reports, telegrams, research material, and other documentation relating to claims but not to specific claims against specific countries. Arranged by general subject.

Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 15 years old.

24. Tort Claims Files

Civil suits against Department of State employees under the Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury and wrongful death

a. Administrative claims

Retire to RSC 1 year after resolution of case. Transfer to the WNRC 5 years later. Destroy 10 years after resolution of case.

b. Litigation files

Retire to RSC one year after close of case. Transfer to WNRC 5 years later. Destroy 20 years after close of case.

VIII. OFFICE OF ECONOMIC, BUSINESS AND COMMUNICATIONS AFFAIRS

(L/EBC)

25. Subject Files

Telegrams, memorandums, handwritten notes, facsimiles, E-mail, copies of treaties and treaty information, reports, correspondence, legislative histories and other documentation accumulated while providing legal advice on domestic and international aspects of U.S. economic relations with other countries, including trade, antitrust, civil aviation, shipping, commodities, transfer of technology, monetary matters, and telecommunications.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 224 cu. ft.
Est. annual accumulation: 110 cu. ft.

26. Country Files

Documentation pertaining to specific countries and arranged as such. Telegrams, memorandums, handwritten notes, facsimiles, E-mail, copies of treaties and treaty information, reports, correspondence, legislative material and histories and other documentation.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: .10 cu. ft.
Est. annual accumulation: 4 cu. ft.

**IX. OFFICE OF EDUCATIONAL, CULTURAL AND PUBLIC
AFFAIRS
(L/ECP)**

27. Subject Files

Briefing papers, memorandums, telegrams, copies of educational and cultural agreements, copies of press conferences, hearings, bills, copies of U.S. code, correspondence, exhibits, position papers, memorandums of conversation, newspaper clippings and other documentation relating to protection and restitution of cultural property.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 38 cu. ft.
Est. annual accumulation: 2 cu. ft.

28. Case Files

Specific cases and claims relating to protection and restitution of cultural property. Newspaper clippings, correspondence, copies of treaties and agreements, memorandums and other documentation providing evidence that property was stolen and who the rightful owners are.

PERMANENT. Retire to RSC 10 years after case is closed for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 2 cu. ft.

X. OFFICE OF ETHICS AND PERSONNEL

(L/EP)

29. Case files

Arranged by name of individual and case number. Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

a. Litigation Cases

(1) Civil Service Employees

Retire to RSC 1 year after resolution of case.
Destroy 5 years after final resolution of case.

(2) Foreign Service Employees

Retire to RSC 1 year after resolution of case for transfer to WNRC. Destroy 10 years after final resolution of case.

b. EEOC Complaint Cases

(1) Civil Service Employees

Retire to RSC 6 months after close of case.
Destroy 4 years after case is closed. (GRS 1, item 25a)

(2) Foreign Service Employees (exception from GRS 1, item 25a)

Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.

c. Personnel Grievance Cases

(1) Civil Service Employees

Retire to RSC 6 months after close of case.
Destroy 7 years after case is closed. (GRS 1, item 30a and b)

(2) Foreign Service Employees (exception from GRS 1, item 30a and b)

Retire to RSC 6 months year after close of case for transfer to WNRC. Destroy 20 years after case is closed.

d. Investigative Cases

(1) Civil Service Employees

Retire to RSC 6 months after close of case. Destroy 5 years after case is closed.

(2) Foreign Service Employees

Retire to RSC 6 months after close of case. Destroy 5 years after case is closed.

30. Personnel Subject Files

Telegrams, handwritten notes, memorandums, draft statements, guidance, facsimiles, laws and regulations and other documentation used to provide advice concerning personnel issues to client bureaus.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.

Est. volume on hand: 16 cu. ft.
Est. annual accumulation: 2 cu. ft.

31. Ethics Subject files

Telegrams, handwritten notes, memorandums, statements, guidance, facsimiles, laws and regulations and other documentation used to provide advice concerning ethical issues to client bureaus.

Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Destroy 2 years after receipt in RSC.

32. Nominations Files

Arranged overall by type of nominee and thereunder by name of nominee. Nomination papers (SF-278 and White House Personal Data Statement), campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above.

- a. Confirmed nominees
 - Retire to RSC 2 years after confirmation. Destroy 6 years after confirmation.
 - b. Unconfirmed nominees
 - Destroy 1 year after nominee is withdrawn.
33. Nominations Summary Log
- A ledger used as a tracking record from beginning of nomination to confirmation or non-confirmation.
- Destroy 6 years after last entry in log.
34. Pre-employment Clearance Files
- Arranged in chronological order by month. Memorandums, position descriptions, financial disclosure reports and other background materials and other documents used to obtain pre-employment clearances for individuals prior to filling covered positions as required by the Ethics Government Act and Ethics Reform Act.
- Retire to RSC when 3 years old. Destroy when 6 years old.
35. Garnishment/Bankruptcy files
- Memorandums, handwritten notes, letters, regulations, telegrams relating to writs of attachments, garnishment orders for child support and bankruptcy deductions.
- a. Case files
 - Destroy 3 years after garnishment is terminated or after all obligations are resolved in bankruptcy cases. (GRS 2, item 18)
 - b. Subject files
 - Block files by year. Retire to RSC when 5 years old. Destroy when 7 years old.

XI. OFFICE OF HUMAN RIGHTS AND REFUGEES

(L/HRR)

36. Program Files

a. Subject files

Arranged by subject. Correspondence, memorandums, handwritten notes, copies of rules, regulations, cables, UNHCR documents, congressional documents, reports, statements/speeches, facsimiles, articles and other documentation relating to legal issues concerning human rights and refugees.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 12 cu. ft.
Est. annual accumulation: 6 cu. ft.

b. Country Files

Arranged alphabetically by country. Reports, articles, cables, correspondence and other documentation related to legal issues and specific countries.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 2 cu. ft.

c. Litigation Case files

Arranged by case name and number. Handwritten notes, pleadings, legal opinions, briefs and other legal documents pertaining to litigation brought by or against the Department relating to human rights and refugees issues.

PERMANENT. Maintain in active and inactive blocks. Retire inactive cases to RSC 1 year after case is closed. Transfer to WNRC 5 years after case is closed. Transfer to the National Archives 30 years after close of case.

Est. volume on hand: 8 cu. ft.
Est. annual accumulation: 2 cu. ft.

XII. OFFICE OF LAW ENFORCEMENT AND INTELLIGENCE

(L/LEI)

37. Extradition Case Files

Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries. Consist of copies of correspondence between the Office of the Legal Advisor and local and state authorities in the U.S., representatives of foreign governments, the Department of Justice, courts of law, and attorneys; copies of court records including indictment, evidence of identity of accused, depositions, applicable legal statutes, and legal proceedings; copies of treaty citation granting extradition authority; attorneys' notes; copies of communications with Foreign Service posts serving as intermediaries in the extradition process, and a copy of the surrender warrant signed by the Secretary of State or his Deputy. (See NC1-59-79-5, items 1 and 2.)

a. Precedent and historical cases

PERMANENT. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

Est. volume on hand: 36 cu. ft.
Est. annual accumulation: 7 cu. ft.

b. Non-precedent and non-historical cases

Retire to the RSC 2 years after the case is closed for transfer to the Washington National Records Center (WNRC). Destroy 20 years after case is closed.
(Note: This item should not be used for case files with pre-1974 documentation.)

38. Extradition Card File and Computer Database

Card file and computer database used to tract extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases.

a. Card files

Destroy when no longer needed.

b. Computer database file

Software dependent database compiled with information extracted from case files used to track status of cases. Also used to do analyses and statistical reports.

Delete information in database when no longer needed.

39. General Extradition Subject Files

Telegrams, memorandums, reports, handwritten notes, circulars and regulations, copies of legislation, background information, correspondence between the Department of State and the Department of Justice, copies of hearings and other documentation relating to extradition matters.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years.

Est. volume on hand: 4 cu. ft.
Est. annual accumulation: 1 cu. ft.

40. Extradition Chronological Files

Copies of diplomatic notes, surrender warrants and declarations arranged chronologically. Has maintained a complete record to be used for reference and research purposes.

Destroy when no longer needed.

41. Extradition Country Files

Telegrams, diplomatic notes, correspondence, memorandums and other documentation relating to extradition issues that are country specific. Arranged in alphabetical order by country.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 2 cu. ft.

42. Subject and Country Files (Attorney-Adviser's Files)

Telegrams, memorandums, reports, correspondence, policy papers and directives, notes, chits, drafts, e-mail, documents, and other material relating to all matters dealt with by L/LEI. Subjects include international law enforcement issues, extradition matters, narcotic matters, intelligence

coordination and oversight, counter-terrorism, Mutual Legal Assistance Treaties (MLATs), war criminality, inter-agency intelligence liaison, intelligence activities, and other related activities.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 12 cu.ft.

Est. annual accumulation: 4 cu. ft.

43. Litigation Case files

Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases.

a. precedent and historical files

PERMANENT. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

Est. volume on hand: 8 cu. ft.

Est. annual accumulation: 2 cu. ft.

b. non-precedent and non-historical files

Retire to RSC 2 years after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.

XIII. OFFICE OF LEGISLATION AND GENERAL MANAGEMENT **(L/LM)**

44. Subject Files

Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, memoranda, articles, legislative histories, legal briefs and other legal documents, policy statements, press releases, and other documentation that the Office of Legislation and General Management accumulates while providing advice and support to client bureaus.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate. ✓ Transfer to the National Archives when 30 years old. *For transfer to WNRC.*

Est. volume on hand: 24 cu. ft.
Est. annual accumulation: 8 cu. ft.

45. Litigation Case Files

Arranged by case name and number. Depositions, legal briefs and other legal documents pertaining to litigation brought by or against the Department relating to the Freedom of Information Act and Privacy Act.

Maintain in active/inactive series. Retire inactive cases to RSC 1 year after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.

**XIV. OFFICE OF OCEANS, INTERNATIONAL ENVIRONMENTAL
AND SCIENTIFIC AFFAIRS**
(L/OES)

46. Subject Files

Telegrams, memorandums, position papers, background information, correspondence, copies of legislation, copies of agreements and treaties, court documents and other documentation used in rendering legal advice and assistance in the negotiation, drafting, application and interpretation of international agreements, and coordinating other legal activities related to oceans, international environmental and scientific affairs.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 60 cu. ft.
Est. annual accumulation: 15 cu. ft.

47. Country Files

Telegrams, memorandums, positions papers, background information, correspondence, copies of treaties and agreements, court documents pertaining to and arranged by specific countries.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 6 cu. ft.
Est. annual accumulation: 2 cu. ft.

48. Court Documents (separate collection)

Court documents and briefs cited in court cases maintained as a separate collection. Does not include briefs interfiled with other documents.

Destroy when no longer needed.

XV. OFFICE OF POLITICAL-MILITARY AFFAIRS

(L/PM)

49. Subject and Country Files

Overall arrangement is by subject but subdivided by secondary subject, country, date, section of act or appropriate breakdown. Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign military assistance, military applications of atomic/nuclear energy and space technology, disarmament, global military and all other related politico-military issues.

PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years.

Est. volume on hand: 175 cu. ft.
Est. annual accumulation: 39 cu. ft.

50. Litigation Case Files

Cases relating to suits brought against U.S. armed forces and those brought by the United States involving international traffic in arms that violate the Arms Export Control Act. Memorandums, copies of regulations and legislation, and telegrams. Organized by name of case.

PERMANENT. Retire to RSC 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

Est. volume on hand: 20 cu. ft.
Est. annual accumulation: 6 cu. ft.

XVI. OFFICE OF PRIVATE INTERNATIONAL LAW
(L/PIL)

51. International Organization Files

Arranged by organization and thereunder by subject.

a. Administrative Files

Documentation relating to the structure and management of international organizations and conferences. Contains information on the budget, pension plans, size of the bodies, staffing, building, etc.

Retire to RSC when 5 years old. Destroy when 10 years old.

b. Subject Files

Telegrams, draft and final minutes of meetings, reports of meetings, correspondence, draft conventions, final texts of treaties, reports on treaty interpretation and responses to them, speeches, articles and other documentation documenting U.S. participation in international organizations for the purpose of coordinating the development of private international law.

Permanent. Retire to RSC 10 years after treaty enters into force. Transfer to WNRC 15 years after treaty enters into force. Transfer to the National Archives 30 years after treaty enters into force.

Est. volume on hand: 24 cu. ft.
Est. annual accumulation: 6 cu. ft.

52. Advisory Committee Meetings on Private International Law

The records are arranged by meeting and by Study Group in addition to some general files about the Committee. The files consist of minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.

PERMANENT. Retire to RSC 10 years after meeting. ^{For transfer to WNRC.} Transfer to National Archives 30 years after meeting.

Est. volume on hand: 16 cu. ft.
Est. annual accumulation: 1 cu. ft.

53. Miscellaneous Correspondence Files (ACFIL).

Correspondence from individuals requesting information or asking questions about subjects not relating to International Organizations and Advisory Committees.

Destroy when 2 years old.

XVII. OFFICE OF SPECIAL FUNCTION PROBLEMS

(L/SFP)

54. Litigation Case Files

Memorandums, correspondence, cables, notes, facsimiles, court decisions and other documents relating to litigation involving an Embassy or Foreign Service National employee. Arranged by countries.

Retire to RSC 10 years the close of case for transfer to the Washington National Records Center (WNRC). Destroy 20 years after close of case.

55. Foreign Litigation Case Files

Memorandums, correspondence, cables, handwritten notes, copies of reference material and other documentation relating to foreign sovereignty and immunity cases against the United States, U.S. corporations and individuals.

Retire to RSC 5 years after close of case. Destroy 10 years after close of case.

56. Privileges and Immunities Files

Arranged by subject and thereunder by country. Cables, correspondence, memorandums, diplomatic notes, facsimiles, copies of international agreements and other documentation relating to diplomatic immunities of foreign diplomats and accompanying issues. Included are the dependent employment files.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.

Est. volume on hand: 30 cu. ft.
Est. annual accumulation: 4 cu. ft.

57. Foreign Missions Act Files

Cables, memos, correspondence, handwritten notes, facsimiles and other documentation relating to the Foreign Missions Act. Included are rules and regulations for Foreign Missions and the diplomats connected thereto and issues concerning reciprocity. Arranged by subject and/or issue.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 2 cu. ft.

58. Diplomatic Tax Files

Diplomatic notes and cables relating to a variety of tax issues involving foreign missions and diplomats in the U.S. and American missions and personnel abroad.

Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 10 years old.

59. Foreign Heads of State Immunity Files

Arranged by name of foreign head of state or subject. Decisions, talking points, court documents, transcripts, memorandums, correspondence and other documentation relating to litigation involving foreign heads of state.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 4 cu. ft.
Est. annual accumulation: .5 cu. ft.

XVIII. OFFICE OF TREATY AFFAIRS

(L/T)

60. Original Treaties and Agreements In Force

Original treaties and agreements in force having undergone ratification and proclamation by the President. Consist of original agreement and TIAS publication. Arranged in numerical order by TIAS (publication) number. Included are classified treaties which are not published.

PERMANENT. Retire to RSC as volume warrants. Transfer to National Archives immediately thereafter.

Est. volume on hand: 24 cu. ft.
Est. annual accumulation:

61. TIAS publications documentation

Correspondence, documents, galleys, manuscripts, Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R)

Destroy 1 year after publication. (NN-171-142, item 8d)

62. ~~Vital Records~~

~~Consist of extra copies of TIAS publications, texts of agreements not published, UST Bound Volumes (United States Treaties), Treaties In Force yearly publications and Slip Laws (Public Law) deposited at relocation site.~~

*Non-
record*

~~Retain at relocation site until notified by L/T.~~

63. Treaty and Agreement Background Files

Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; telegrams, airgrams and dispatches; memoranda and other official correspondence of background interest. Arranged by subject.

PERMANENT. Retire to RSC 5 years after termination of agreement for transfer to WNRC. ~~Transfer~~ to the National Archives 30 years after termination of agreement (NC-59-75-15, item 1)

Est. volume on hand: 800 cu. ft.
Est. annual accumulation: 100 cu. ft.

64. Treaty and Agreement Index Card File

Used with treaty background files. Abstracts containing vital information relating to treaty, i.e. where signed, date of entry into force, duration, amendments, extensions, etc., termination dates and action, legal basis, etc.

PERMANENT. Retain in L/T until automated; then retire to RSC for transfer to the National Archives. Include copies of related cards with retired treaty background files.

65. Treaty and Agreement Negotiating Files

Texts and background information on treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage. Copies of proposed treaties, translations and transmittals, copies of texts of agreements, telegrams, memoranda and other official correspondence of background interest. Arranged by subject.

When treaty or agreement has been concluded, remove and place in treaty background file.

66. Agreements between countries in which the United States is not a participant (Bilateral and Multilateral)

Copies of text and related background information on multilateral agreements between multiple countries of which the U.S. is not a participant. Copies of the agreements, telegrams, airgrams, dispatches and other related correspondence of background interest.

PERMANENT. Retire to RSC immediately ^{For transfer to WNRC.} Transfer to NARA when 30 years old.

Est. volume on hand: 2 cu. ft.
Est. annual accumulation: 0 cu. ft.

67. Treaty and Agreement Log Books

Log of all treaties and agreements which it received. The log includes the following information: date of receipt, classification, country with which agreement is made, date signed, subject, and the TIAS number (when appropriate).

PERMANENT. When no longer needed, transfer to RSC for immediate transfer to the National Archives.

68. Circular 175 Logs

Logs consisting of abstracts of the Circular 175 memorandums maintained by subject.

Destroy when no longer needed.

69. Circular 175 Files

Copies of each Circular 175 memorandum. (Master copy maintained as part of Treaty and Agreement Background Files.)

Destroy when no longer needed.

70. General Treaty and Agreement Information Files

Memorandums, reports, opinions, lists, correspondence, documents, and other information on the general subject of treaties and agreements. Topics include treaty and agreement practice, treaty and agreement termination, dispute settlements, and other such matters.

PERMANENT. When no longer needed, transfer to RSC for immediate transfer to the National Archives.

71. Treaties in Force Publication

Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.

Destroy when superseded.

XIX. OFFICE OF UNITED NATIONAL AFFAIRS

(L/UNA)

72. Program File

Organized by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement etc.

Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents.

a. General Subject and Country Files

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives after 30 years.

Est. volume on hand: 100 cu. ft.
Est. annual accumulation: 25

b. Case files

(1) Precedent cases

PERMANENT. Retire to RSC one year after close of case. Transfer to WNRC when ten years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 10 cu. ft.
Est. annual accumulation: 3 cu. ft.

(2) All other cases

Retire to RSC one year after close of case. Destroy 10 years after close of case.

73. Advisory Committee on International Law

The records are by meeting in addition to some general files about the committee. The files consist of minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.

PERMANENT. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

Est. volume on hand: 4 cu. ft.
Est. annual accumulation: 1 cu. ft.

~~XX~~. GENERAL

74. Chronological Files (Covers all offices except F.O. principals and L/LEI chrons)

Extra copies of outgoing communications of all types arranged chronologically. The official record copy of the communications are filed elsewhere by subject or case.

Destroy when 1 year old, or when no longer needed, whichever is sooner. If records in the **Chronological Files** are **NOT** extra copies of documents, they have the same disposition as that component's **Program, Subject, or Country Files** as noted elsewhere in this schedule.

75. Office Administrative Files (Supervisor/Director)

Records relating to the internal administration or housekeeping activities of the office. These files relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records, supplies, training, etc.

Destroy when 2 years old, or when no longer needed, whichever is sooner. (GRS 23, item 1)

76. Security and Safety Files (General)

Documents pertaining to general security and safety within an office, such as copies of security surveys and inspection reports, excluding those maintained by the Bureau of Diplomatic Security. Includes OF-117, Notice of Security Violations, copies of security violation reports, OF-118, Record of Violation and related documents

Block annually. Destroy when 2 years old. (GRS 23, item 1)

77. Officer Working Files

Files maintained by or for individual attorneys consisting of **extra or information copies** of telegrams, memorandums, preliminary or rough drafts of communications, reports and other documentation.

Review annually and destroy material no longer needed for current work assignment or project. This item DOES NOT apply to the Program, Subject, Country, Litigation, and other primary files^{of} components of the Office of the Legal Adviser described on this schedule even if maintained in an

individual's office.

78. Reference files

Printed reports, special studies, internal instructions, information manuals, legislative publications and other documents used for reference purposes.

Review annually and destroy material of no further reference value. (GRS 23, item 6)