

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-59-97-20	DATE RECEIVED 3/13/97
1 FROM (Agency or establishment) U.S. DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Finance and Management Policy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION FMP, FMP/F, FMC		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Ronald E. Hampton	5 TELEPHONE (202) 736-4698		
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/27/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Records Officer U.S. Department of State	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 sheets.		

JUN 18 1998

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I. FINANCE AND MANAGEMENT POLICY (FMP)

1. Program Files.

(NN-170-72, item 1a)

a. Subject files of the Chief Financial Officer, Deputy Assistant Secretary, Special Adviser and Equivalents.

Policy and Procedural files documenting the development and implementation of policies and procedures concerning the Department's fiscal operations.

DISPOSITION: **Permanent.** Cut off annually. Transfer to RSC, for transfer to WNRC when 3 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

b. Subject files of Office Director, Supervisors and Others.

Records documenting the management of a variety of budgetary and administrative activities including travel advances, financial management systems, vouchers, internal control, financial plans, retirement claims, and other functions.

(N1-59-86-3)

DISPOSITION: Cut off annually. Destroy when 5 years old or when no longer needed, whichever is sooner.

2. Office Administrative Files.

~~Records relating to the internal administration of the office rather than the function for which the office exist. Generally these records relate to office organization, staffing, procedures, expenditure of funds, training, travel, supplies, office services, equipment request, and use of office space.~~

~~DISPOSITION: Cut off annually. Destroy when 2 years old or when no longer needed, whichever is sooner. (GRS 23, item 1)~~

3. Chronological Files.

Extra copies of documents of incoming and outgoing correspondence and communications of all types, arranged chronologically without regard to subject.

DISPOSITION: Cut off annually. Destroy when 1 year old or when no longer needed, whichever is sooner.

4. Working Files.

Files maintained by each officer, that contain duplicate copies of documents located in the official program files. Includes preliminary or rough drafts of documents and notes used in the preparation of final documents and reports.

DISPOSITION: Destroy when no longer needed for current operations.

5. Briefing Books.

Briefing books generated for meetings, committees, working groups, transition teams, Congressional hearings and planning groups.

a. Master set.

DISPOSITION: **Permanent:** Transfer to RSC for transfer to WNRC when 5 years old or sooner if no longer needed. Transfer to the National Archives when 25 years old.

b. Duplicate set.

DISPOSITION: Destroy when 1 year old or sooner if no longer needed.

6. Staff Assistant Files.

Copies of telegrams, action memorandums, briefing materials and congressionals requiring attention of the Chief Financial Officer.

DISPOSITION: Cut off annually. Transfer to the RSC when 3 year old. Destroy when 5 years old.

7. Tracking and Control Records.

~~Electronic logs, registers and other records used to control or document the status of correspondence, reports, taskings, or other action items.~~

~~DISPOSITION: Destroy or delete when no longer needed. (GRS-23, item 8)~~

**II. FINANCIAL POLICY AND MANAGEMENT CONTROLS STAFF.
(FMP/F/FPMC)**

1. Federal Manager's financial Integrity Act Report (FMFIA)

An annual statement from the Secretary of State. Contains letter to the President and the Congress providing assurance regarding the adequacy of internal management controls and conformance of financial systems with government-wide standards; a progress report on high risk areas; a description of material weaknesses in management controls and major milestones for corrective action; and a description of material non-conformance in financial systems and major milestones for action.

DISPOSITION: Transfer to RSC when there is a full box, for transfer to WNRC. Transfer to the National Archives when 25 years old.

2. Secretary's Semi-Annual Report to Congress.

Consist of responses to Congress on the status of audit recommendations more than one year old.

DISPOSITION: Transfer to RSC when there is a full box, for transfer to WNRC. Transfer to the National Archives when 25 years old.

**III. OFFICE OF COMPENSATION AND PENSION.
(FMP/F/DFS/OC/P)**

1. Foreign Service Retirement Case Files.

File contains the "600 Package" including Computation of Annuity, DS-765; Foreign Service Retirement & Disability System, JF-37; Election of Annuity Benefits, SF-50; Notification of Personnel Action, SF-2817; Life Insurance Election, SF-2818; Continuation of Life Insurance as a Retiree or Compensationeer, and SF-2821; Agency Certification of Insurance Status.

(NN-170-72, item 123)

DISPOSITION: Transfer to RSC 1 year after all survivor benefits have been paid for transfer to NPRC, St. Louis. Destroy 115 years from date of employee's birth or 30 years after the date of employee's death, if no application for benefits is received.