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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | N1-59-99-11 |
| 1 FROM (Agency or establishment) Department of State | | DATE RECEIVED | 3/30/99 |
| 2 MAJOR SUBDIVISION Bureau of Finance and Management Policy | | NOTIFICATION TO AGENCY | |
| 3 MINOR SUBDIVISION Financial Policy and Management Control Staff | | In accordance with the provisions of 41 C.F.R. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 |
| Marria Braden | 202-647-6762 | 7-6-99 | <i>John W. Paul</i> |

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 _____ 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
| 3/24/99 | <i>Margaret G. Peppe</i> | Department of State Records Officer |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-----------------|------------------------------------------------|----------------------------------------|----------------------------------------|
| | See attached. | | |

Finance and Management Policy (FMP)

Financial Policy and Management Control Staff

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.

a. Official Files.

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

b. All other copies, electronic and paper.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.

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

Consists of response to Congress on the status of audit recommendations more than one year old.

a. Official Files.

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

b. All other copies, electronic or paper.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.

3. Accountability Report.

Consists of the annual consolidated accountability report.

a. Official Files.

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

- b. All other copies, electronic or paper.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.

4. Subject (Program) Files.

Reports, drafts, memorandums, telegrams, e-mail, and other documentation on the preparation of reports, general financial policy and management control, the foreign affairs agency consolidation, regulations, exceptions to regulations and related matters.

- a. Official Files.

DISPOSITION: Destroy when 10 years old.

- b. Electronic versions of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.