

**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 European Affairs

3 MINOR SUBDIVISION  
 Restitution Holocaust Assets (EUR/RHA)

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
 Marria Braden (202) 647-6762

LEAVE BLANK (NARA use only)

JOB NUMBER  
**N1-59-99-20**

DATE RECEIVED  
**3-29-99**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES  
 7-20-99 *[Signature]*

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 3 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.

3/23/99 SIGNATURE OF AGENCY REPRESENTATIVE *Margaret G. Peppe* TITLE  
 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

## **Bureau of European Affairs**

### **Washington Conference on Holocaust-Era Assets**

#### **1. Program Files.**

The Washington Conference on Holocaust-Era Assets took place November 30-December 3, 1998 at the U.S. State Department. The Conference built on the work of the London Conference on Nazi Gold and explored further issues of Nazi-looted assets, including artwork and insurance. The Conference provided a complete picture of the complex issues surrounding them. These records cover a wide range of related issues and subjects that consist of letters, speeches, memorandums, cables, agendas, background material, talking points, e-mails, etc. used in the preparation and planning for the Washington Conference on Holocaust-Era Assets.

##### **a. Official Files.**

Disposition: Permanent. Retire at the end of the conference for transfer to WNRC. Transfer to the National Archives when 25 years old.

##### **b. Electronic version of records created by electronic mail and word processing applications.**

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

#### **2. Chronological Files.**

Duplicate copies and originals of documents generated by the office in the preparations and planning of the Washington Conference on Holocaust Era Assets.

##### **a. Official Files.**

Disposition: Permanent. Retire at the end of the conference for transfer to WNRC. Transfer to the National Archives when 25 years old.

##### **b. Electronic version of records created by electronic mail and word processing applications.**

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

### **3. Background/Briefing Books.**

Books prepared for preparatory meetings and the final conference containing meeting agenda, participant list, policy and position papers and background material on the Nazi-Era Assets.

#### **a. Master Copy - Official File.**

Disposition: Permanent. Retire to RSC upon closure of the office responsible for coordinating the Washington Conference on Holocaust-Era Assets. Transfer immediately to WNRC. Transfer to the National Archives when 25 years old.

#### **b. Electronic version of records created by electronic mail and word processing applications.**

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

#### **c. Extra Copies – Paper.**

Disposition: Destroy when 1 year old or no longer needed.

### **4. Administrative Files.**

Routine administrative records covering budget, travel, procurement requests, and other operational and administrative issues. Consists of memorandums, e-mails, travel vouchers, etc.

#### **1. Official Files.**

Disposition: Destroy when two years old.

#### **2. Electronic version of records created by electronic mail and word processing applications.**

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

### **5. Negative Responses to Invitations to Participate in the Conference.**

#### **1. Official Files.**

Disposition: Destroy six months after end of Conference.

2. Electronic version of records created by electronic mail and word processing applications.

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