

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 204081. FROM (Agency or establishment)
Department of State2. MAJOR SUBDIVISION
Bureau of Intelligence and Research3. MINOR SUBDIVISION
Assistant Secretary (INR)4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Alice S. Ritchie (202) 261-8511**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 1 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 8/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Division Chief, A/RPS/IPS/PP
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See continuation pages.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

July 2002

Assistant Secretary for Intelligence and Research (INR)

Subject Files

a. Memorandums, reports, telegrams, notes, correspondence, e-mail messages, briefing materials, drafts, memorandums of conversation, and other documentation on the activities, interests, and responsibilities of the Assistant Secretary for Intelligence and Research.

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when 5 years old. Transfer to the National Archives when 25 years old.

~~b. Copies produced on electronic mail and word processing systems.~~

~~Temporary. Delete once recordkeeping copy has been produced.~~

Obsolete: These items reflect a print and file process.
Reported on 2/8/19 by
Mark Sgambettera