

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-059-95-004**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/09/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 24 was superseded by DAA-GRS-2019-0001-0002

Item 29a was superseded by DAA-0059-2012-0006-0001

Item 29c was superseded by DAA-0059-2012-0006-0002

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-59-95-4
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/14/95
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
John A. Cruce	202-647-7123	9-18-95	<i>John W. Carl</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
7/27/95	<i>Kenneth F. Rossman</i>	Records Officer, 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)
	SEE ATTACHED SCHEDULE		

*Copies sent to agency, NCF, NNT, NIA 9/22/95*

**DEPUTY ASSISTANT SECRETARY\***

1. Information Management Policy File

Correspondence, memorandums, memorandums of understanding, reports, telegrams, and other documentation on information services, information systems operations, and planning and development of information activities covering: applied technology, automation, compact disks, classification reviews, corporate systems, cryptography, data processing, development, digital systems, diplomatic mail and pouch, directives, E-mail, engineering, equipment, facilities, fax, Freedom of Information and Privacy Acts requests, graphics, information acquisition and indexing, information resources administration and research, installations, interagency affairs, libraries, networks management, logistics, maintenance, micrographics, procedures, procurement, programs, publishing, records management, Secretary's correspondence, security, standards, strategic planning, systems, technical support, technology, telecommunications, training, user services, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Permanent. Retire to RSC for transfer to WNRC when 3 years old. Offer to NARA when 30 years old in 5 year blocks.

\* (This also covers the files of all advisers, assistants, coordinators, staff aides, and similar deputies.)

## EXECUTIVE OFFICE

### 2. Administrative - Subject File.

Correspondence, memorandums, notices, reports, telegrams, and other documentation on a wide range of internal administration or house keeping activities covering: activity reports, budget, communications, construction, daily activities, distribution, equipment, expenditures, finances, funds, finding aids, FOI & Privacy Act requests, general information, general services, indexes, invoices, maintenance, management, organization, pay, personnel matters, printing, procedures, procurement, property, purchase orders, repairs, requests for information, schedules, security, services, space, staffing, statistical reports, supplies, telephones, time and attendance, training, tracking and control, transportation, travel, vehicles, work progress reports, workload reports, Diplomatic Pouch Mail Registration (OF-120), Personal Custody Property (OF-130), Property Survey Report (DS-310), Receipt for Registered Mail (DS-454), Records Transmittal and Receipt (SF-135), Registered Mail Invoice (DS-712), Requisition for Equipment-Supplies-Furniture-Furnishings-Services (OF-263), Requisition for Publishing-Reproduction and Distribution Services (DS-5-R), Retirement of Records (DS-693), Routing and Transmittal Slip (OF-41), and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar or fiscal year. Pull forward into new year's file all active documents.

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

### 3. Chronological file.

Extra copies of documents arranged in numerical or date order for convenience of reference.

Arrange: by date (day, week, month, year), by telegram Message Reference Numbers (MRN), or by individual offices/posts. Cut off file at end of each calendar year.

DISPOSITION: Destroy 1 year after cut off date when no longer needed whichever is sooner.

NOTE: Offices that maintain both a Program File AND a Chron File may use this item to dispose of their Chron file. However, offices that maintain ONLY a Chron File can not use this item to dispose of their "Chron File" - until they set up a Program File (subject or case file) for their evidentiary mission/program activities. Program Files are kept for longer periods than Chron Files.

4. Technical Reference File.

Extra copies of congressionals, correspondence, diplomatic notes, memorandums, telegrams, other documentation; and guidelines, instructions, laws, manuals, plans, publications, reference books, regulations, reports, standards, and other material on technical information covering background information, designs, details, developments, examples, forms, general information, methods, newspaper and magazine clippings, papers, policies, programs, projects, research, surveys, and other related subjects.

Arrange file by TAGS and Terms.

Disposition: Review annually. Destroy items that have been updated, are obsolete, or no longer needed (NR)

5. Defense Liaison File.

Agreements, correspondence, instructions, memorandums, memorandums of understanding, procedures, technical manuals, and other documentation on defense covering: accountability, allied military traffic, allied routing indicators, American Forces Radio and Television Service, commanders in chief, communications, conferences, counterterrorism, coordination, couriers, crisis management, emergency action procedures, equipment, exercises, Joint Chiefs of Staff, Operations Center, projects, Regional Information Management Centers, satellites, security, support, training, and other related subjects.

DISPOSITION: Destroy when 3 years old.

6. Administrative Officer's File.

Correspondence, memorandums, reports, telegrams, and other documentation of the administrative executive officer covering: activity reports, administrative management services, automated systems management, budget records, communications, daily activities, expenditures, financial services, functional statements, funds, general services, internal activity reports, office organization, organizational charts, pay, personnel services, printing, procedures, procurement, property, schedules, security, services, space, staffing, statistical reports, training, transportation, travel, utilities, vehicles, work progress reports, workload reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar or fiscal year as appropriate.

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

7. Financial Services File.

Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5-R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar or fiscal year as appropriate.

a. Memorandums of understanding, and interagency agreements.

DISPOSITION: Destroy 3 years after termination date or when no longer needed.

b. All other items.

DISPOSITION: Destroy when 2 years old, or when no longer needed, which ever is sooner.

8. Management Services File.

Correspondence, memorandums, reports, telegrams, and other documentation on management services covering: activity reports, automated systems management, communications, daily activities, distribution, equipment request, functional statements, general services, maintenance, office organization, organizational charts, printing, procedures, property, services, space, statistical reports, transportation, vehicles, Personal Custody Property (OF-130), Property Survey Report (DS-310), and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar or fiscal year as appropriate.

Disposition: Destroy when 2 years old, or when no longer needed, which ever is sooner.  
(GRS-23, item 1)

9. Personnel Services File.

Correspondence, memorandums, notices, reports, telegrams, and other documentation on personnel services covering: internal activity reports, narrative reports, office organization, organizational charts, pay, personnel, staffing, statistical reports, time and attendance, training, travel, workload reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 2 years old, or when no longer needed, which ever is sooner. (GRS-23, item 1)

10. Employee Folders File.

Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.

a. Employee Performance Appraisal Reports.

DISPOSITION: Destroy when 1 years old, or when no longer needed, which ever is sooner.  
(GRS-1, items 10 and 18)

b. All other documents.

DISPOSITION: Destroy 1 year after employee has been left bureau. (GRS-1, items 10 and 18)

**PLANNING AND DEVELOPMENT**

11. Information Planning and Development Policy File.

Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on planning and development covering: applied technology, automation, corporate systems, development, Internet, networks management, program planning, standards, strategic planing, systems, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy 5 years after cut off date.



12. Applied Technology - Engineering File.

Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

Subject File:

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

Project File:

Arrange by project or program. Block as appropriate by: calendar years, active / inactive, short term / long term, etc.

- a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

- b. All other material.

- (1). Short term: transactions, inactive, and completed material.

DISPOSITION: Destroy when 2 years old.

- (2). Long term: life of project / program history.

Procedures, guidelines, background information, precedence, etc.

(Pull forward into current year file or place in a separate file.)

DISPOSITION: Retain in office for the life of the project or program. Retire to RSC when project / program is terminated. Destroy 5 years after date RSC received.

13. Applied Technology - Systems File.

Correspondence, memorandums, telegrams and other documentation on applied technology and systems covering automated systems, computers, contracts, coordination, data management systems, development capabilities, emergency planning, enhancements, engineering, evaluations, Federal Information Processing Standards, Foreign Affairs Information System (FAIS), hardware, information management, integration, installations, mainframes, maintenance, management, networks, new systems, new technology, operating systems, planning, procedures, project development, software development, specifications, statements of work, systems integration, technical advice, technical requirements, telecommunications, testing, weekly activity reports, and other related subjects.

Place in inactive file after project is closed.

DISPOSITION: Destroy 2 years after project is closed.

14. Development - File.

Correspondence, memorandums, telegrams, and other documentation on the development and enhancements of information management systems covering analytical methods, assessment criteria, bench marking procedures, data processing, developments, emerging technologies, enhancements, evaluations, information management, integration, new developments, office automation, projects, systems development, telecommunications, telephones, and other related subjects.

Arrange file by TAGS and terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old or when no longer needed whichever is later.

15. Development - Corporate Systems Files.

Correspondence, memorandums, memorandums of understanding, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, background information, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, guidelines, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, precedence, procedures, programs and project history material, releases, software, specifications, statistics, systems, the Automated Document System (ADS),

the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS, the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects.

(a). Subject File:

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

(b). Project File:

Arrange by project or program. Block as appropriate by: calendar years, active / inactive, & short term / long term.

DISPOSITION: Destroy when no longer valid or necessary for current operations.

16. Development - Office Automation File.

Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, background information, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), guidelines, hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, precedence, procedures, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.

(a) Subject File:

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

(b) Project File:

Arrange by project or program. Block as appropriate by: calendar years, active / inactive, short term / long term, etc.

DISPOSITION: Destroy when no longer valid or necessary for current operations.

17. Plans - File.

Correspondence, memorandums, telegrams and other documentation on life cycle management plans covering advanced technology, automated systems, briefings, corporate systems, developments, efficiency, enhancements, evaluations, feasibility studies, Federal Information Processing Standards (FIPS), goals, information management, interagency information resources management planning, long-range planning, mission objectives, networks, OIS-FPC Automated Indexing and Retrieval System (OASYS), objectives, operational planning, policies, procedures, proposals, requirements, resources, reviews, services, software, standards, strategic planning, systems, telecommunications, and other related subjects.

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

DISPOSITION: Destroy when 5 years old.

18. Plans - Major Acquisitions Programs - Subject File.

Correspondence, memorandums, reports, and other documentation on major Department acquisitions covering automated data processing equipment, contracts, cost-benefit analysis, equipment, evaluations, feasibility studies, Federal Acquisition Regulations (FAR), Federal Information Resources Management Regulations (FIRMR), GSA, information management, information systems, mainframes, maintenance, needs analyses, plans, purchasing, procurement, Regional Administrative Management Centers (RAMC), request for proposals (RFP), requirements analyses, security, services, statements of work, studies, technical surveys, telecommunications equipment, telephones, tests, vendors, and other related subjects.

DISPOSITION: Destroy when 3 years old.

~~19. Plans - Acquisition Reference File.~~

~~DISPOSITION: Destroy when no longer needed. (NR)~~

20. Plans - Strategic Planning File.

Correspondence, memorandums, plans, reports, telegrams, and other documentation on information management strategic planning covering analyses, cost benefits analysis, examination, information management, Information Resources Management (IRM) Triennial Review, interagency liaison, objectives, planning, procedures, programs, resources, reviews, source materials, studies, systems, systems migration, and other related subjects.

Arrange file by TAGS and terms. Cut off file at end of calendar year.

DISPOSITION: Destroy when 3 years old.

21. Plans - System Standards Policy and Review File.

Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

a. Subject File:

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

DISPOSITION: Destroy when 3 years old or when no longer needed whichever is longer.

b. Project Files

(1)a Master Set.

Arrange by subject.

DISPOSITION: Retire to RSC 1 year after updated.  
Destroy when 5 years old.

(2). Drafts.

DISPOSITION: Destroy 3 months after standards or policies are published.

## INFORMATION SERVICES

### 22. Information Service Policy File

Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on information management and service covering: cataloging, compact disks, classification review, E-mail, fax, directives, Freedom of Information and Privacy Acts requests, graphics, information acquisition and indexing, information research, information resources administration, library services, micrographics, procurement, publishing services, records policy and management, Secretary's correspondence, user services, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy 5 years after cut off date.

### 23. Information and Privacy Coordinator - Program File.

Congressional correspondence, public correspondence, memorandums, reports, telegrams, and other documentation on requests for access to Department information under various current and previous acts, orders, and amendments covering appeals, classification review, commissions, Congress, Department's Central Foreign Policy File, depositions, discovery requests, embassies, Ethics in Government Act, Executive Order 12356, foreign governments, Foreign Relations of the United States, Freedom of Information Act, General Accounting Office, Information Security Oversight Office, Inspector General, international organizations, law suites, Legal Adviser's Office, legislation, litigation, Mandatory Review, manuscript review, National Archives, Office of Management and Budget, other agencies, plans, policies, Privacy Act, procedures, programs, records centers, subpoenas, weekly activity reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 6 years old.

24. Researchers - Security Clearance File.

Correspondence, memorandums, Certificate of Security Authorization for Access (DS-1897), Certificate of Security Clearance for Access (M-211), Request for Biographic Data (OF-184), Retirement of Records (DS-693), and other documentation on individual researchers security clearance needed to search the Department's classified Central Foreign Policy File covering access, authorizations, classified information, clearances, Diplomatic Security (DS), Executive Order 12356, security regulations, researchers (former Secretaries of State, or their designees, ambassadors, and employees; and historians (PA/HO), professors, and scholars), and other related subjects.

DISPOSITION: Destroy 6 years after period of last research.  
(NC-59-75-17, item 2)

25. Information Services - Program File.

Domestic and foreign public correspondence, diplomatic notes, all types of memorandums, reports, telegrams, and other documentation on information services covering books and periodicals acquisition, compact disks, Department of State Library, Department's Central Foreign Policy File, directives, distribution services, document and information indexing, editorial services, e-mail, faxes, Government Printing Office procurement, graphics design, Infoexpress, information acquisition, information resources administration, information services to external data bases, micrographics, National Archives and Records Administration, printing services, publishing services, records, records policies and management, Records Service Center, reproduction services, research, retrieval, Secretary of State's correspondence, telegrams, visitors, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 6 years old. (NC-59-75-17, item 1a)



26. Systems File.

Correspondence, memorandums, reports, and other documentation on automated data and information systems covering development, feasibility studies, hardware, indexing system, maintenance, meeting notes, Central Foreign Policy File main system and associated subsystems, projects, software, system designs, testing, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

a. Program Management Files.

DISPOSITION: Retire 1 year after documentation is no longer needed or when main system or subsystem is no longer used. Destroy when 5 years old.

b. Routine Services File.

DISPOSITION: Retire to RSC when 2 years old. Destroy when 4 years old.

27. CENTRAL FOREIGN POLICY FILE - Intrinsic Documents.

NOTE: Many paper documents are destroyed after they are electronically stored or put on film. But, some documents need to be permanently preserved in their original physical form - when they have a significant degree of intrinsic characteristics or qualities.

Intrinsic documents possess one or more of the following examples of intrinsic characteristics and qualities.

Physical characteristics and qualities.

Selecting ALL documents with the following PHYSICAL characteristics or qualities is not necessary, only selected EXAMPLES are desired:

- Exhibit value Impact of the original, or significant event, issue, or person.
- Aesthetic and Artistic value Architectural drawings, engravings, German Fraktur style type, maps, ornate, petitions, photographs, printing, or sketches (ink, pencil, or watercolor).
- Unique feature value Bindings, color, imprints, inks, paper (quality or texture), watermarks, or wax seals.
- Authenticity value By physically examining the best evidence - the original for: age of paper, handwriting, physical tests, signatures, questionable author or date, or source information open to question.
- Form value Unique physical form or features, or evidence of technological development.
- Age value Scarcity.

Informational characteristics and qualities:

- Public interest value Famous or historical events, issues, people, places, or things.
- Value of Government actions Relating to the Department's: establishment, founding, acquiring or losing functions, or legal basis for continuing.
- Policy value At the highest level in Department, historical, importance of the subject matter, intellectual, political significance, or scope of effect.

a. Originals.

DISPOSITION: Permanent. Retire to RSC when there is a full records box for transfer to WNRC. Transfer to NARA when latest record in box is 30 years old. (NN-173-304, item 1b)

b. Microfilm.

DISPOSITION: Permanent. Offer to NARA along with related records when 30 years old. (NN-173-304, item 1(a))

28. Publishing and Reproduction Program - Subject File.

Correspondence, memorandums, reports, and other documentation on publishing services covering binding, Department Notices, designing, distribution, editing, equipment, functions, GAO regulations, graphics, Inspector General, Joint Committee on Printing, legislation, policies, printing, procurement, production, projects, program management, publishing, recycling program, reports, reproduction, standards, support services, typesetting, vendors, weekly activity reports, White House trip books, Working Capital Fund, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off date.

29. Regulatory and Procedural Issuances.

Series of regulatory and procedural issuances of the Department including the Foreign Affairs Manual, Foreign Affairs Handbook series, organization charts of the Department of State, and numbered delegations of authority.

- a. One complete master set of each series of issuances, including handbooks, manuals, and organizational charts.

DISPOSITION: Permanent. Transfer to WNRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 1a and 5)

- b. Extra copies.

DISPOSITION: Destroy when superseded or when no longer needed for reference or distribution purposes. (NC-59-75-14, item 1b)

- c. Background and docket (log) files, consisting of docket sheets, draft issuances and related clearance memoranda and forms.

DISPOSITION: Permanent. Transfer to WNRC when 10 years old. Offer to National Archives when 30 years old. (NC-59-75-14, item 1c)

30. Library Program - Subject Files.

Correspondence, memorandums, reports, histories, speeches, and other documentation on the library covering items relating to acquisitions, audio cassettes recordings, books, cataloging, computerized check out, database research, electronic catalog, embassy commercial library program, facilities, foreign affairs, historical books, holdings, inter-library activities, library authors series, maps, microfilm and microfiche historical collections, monthly statistical workload reports, organizational moves, periodicals, policies, procedures, programs, publications, rare book program, reference services, resources, significant acquisitions, special collections, speeches, technical development, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

a. Historically Significant Topics - Subject File.  
(Oldest Federal library. Established in 1789)

DISPOSITION: Retain in Library until obsolete or no longer needed for reference use.  
(NC1-59-80-21, item 1a)

b. Program - Subject File.

DISPOSITION: Destroy 3 years after cut off date.

31. Telegram Indexing File.

Memorandums, telegrams, and other related documentation on document indexing activities associated with the automated Foreign Affairs Information System covering biweekly reports, case files, correct command, indexing, post list, regulations, reports, systems development, text editing, training, Watch Officer, weekly reports, and other related subjects.

a. Automated Document System - Daily reports.

38 DTD report, 89 DTD report, and 91 DTD.

DISPOSITION: Destroy when report is updated by the system or when no longer needed.

b. All other items.

DISPOSITION: Destroy when 3 years old.

32. Written Communications File.

Correspondence, memorandums, and other documentation, on the receipt of Department correspondence and its indexing into the Central Foreign Affairs Policy File covering briefings, guidelines, projects, weekly activity reports, work load statistics, and other related subjects.

a. Automated Document System - Daily reports.

38 DTD report, and 89 DTD report.

DISPOSITION: Destroy when report is updated by the system or when no longer needed.

b. All other items.

DISPOSITION: Destroy when 3 years old.

33. Information and Records Resources Program - Subject File.

Correspondence, memorandums, and other related documentation on information and records resources covering indexing, initial distribution of Department correspondence, information and records research, records policies and management, records center, and microrecords.

DISPOSITION: Destroy when 5 years old. (NC-59-75-17, Item 6)

34. Records Management Program - Subject Files.

Correspondence, memorandums, telegrams, reports, studies, forms, and other documentation on records policies and management in the Department, field offices, and posts covering Authorization for the Removal of Personal Papers and Non-record Materials (DS-1904), Biennial Records Report (DS-1912), classified information, consultations, electronic records, E-mail policy, fax policies, Inspector General reports, litigation, microrecords, Posts Reports, procedures, records maintenance and disposition, Records Management Handbook, Request for Records Disposition Authority (SF-115), Request to Transfer, Approval, and Receipt of Records to NARA (SF-258), Retirement of Records (DS-693), security surveys, training, travel, and other related subjects.

a. Program - Subject File.

Arrange file by posts. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 6 years old.

b. Organizations Files.

(1). Department Offices.

Arrange file by posts. Cut off file at end of each calendar year.

DISPOSITION: Retire to RSC when 3 years old.  
Destroy when 6 years old.  
(GRS 16, item 7)

(2). Post File.

Arrange file by posts. Cut off file at end of each calendar year.

(a). Emergency Action Plans, Post Reports, and Security Survey.

DISPOSITION: Destroy when superseded by more current report.

(b). All other items.

DISPOSITION: Retire to RSC when 3 years old.  
Destroy when 6 years old.  
(GRS 16, item 7)

35. SF-115 - Record - Disposition Authority Schedules File.

Request for Authority to Dispose of Records (SF-115)q  
Acknowledgement of Request for Action (NA-13084)q copies of  
Retirement of Records (DS-693)q signed copies of memorandums of  
concurrence, correspondence, memorandums, and other documentation  
on the disposition of Departmental and post records.

Arrange by year, record group number, and NARA Job Number.  
Cut off file at the end of each calendar year.

a. SF-115.

DISPOSITION: Retire to RSC when 10 years old for transfer  
to WNRC. Destroy when 30 years old.  
(GRS-16, item 2(b)q).

b. All other items.

DISPOSITION: Destroy when no longer needed for reference.  
(GRS-16, item 2(b)q).

36. Research Files.

Memorandums, telegrams, and other documentation on research  
performed in the Department of State's Central Foreign Policy File  
covering the automated Foreign Affairs Information System and  
manual TAGS-Terms File System, Dewey Decimal File System, Subject-  
Numeric File System, briefings, instructions, monthly activity  
reports, outside researchers, policies, requests, retrieval,  
security clearances, special projects, taskings, and other related  
subjects.

Arrange Subject file by TAGS and Terms; and Case files by Name.  
Cut off file at end of each calendar year.

DISPOSITION: Destroy 3 years after cut off date.

37. Microimage Records File.

Correspondence, memorandums, and other documentation on  
microrecords covering cameras, equipment, film, filming,  
microfiche, microfilm, Microfilm Library, photocopiers, quality  
controls, reader-printers, supplies, and other related subjects.

DISPOSITION: Destroy when 3 years old.



## SYSTEMS OPERATIONS

### 38. Information Systems Operations Policy File

Correspondence, directives, memorandums, memorandums of understanding, plans, reports, telegrams, and other documentation on domestic, foreign, and technical systems operations covering: Beltsville Information Management Center, Bonn relay operations, Communications Center, cryptography, data processing, digital systems, diplomatic mail and pouch, engineering, equipment, facilities, installations, inter-agency affairs, logistics, maintenance, National Networks Control Center, network management, procedures, procurement, programs, regional information management centers (RIMC), security, system integrity, technical support, telecommunications, Terminal Equipment Replacement Program (TERP), training, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 5 years old.

### 39. Computer Access Management File.

Correspondence, memorandums, reports, telegrams, and other documentation on computer access management covering architecture, audits, business recovery plans, computers, contingency plans, emergencies, implementation, inspector general, investigations, maintenance, manuals, preparedness, projects, research, security, systems, tasks, telephones, and other related subjects.

DISPOSITION: Destroy when 3 years old.

### 40. System Integrity File.

Correspondence, memorandums, telegrams, Report of Violation of Communications Security (FS-507), COMSEC Material Report (SF-153), and other documentation on automated information systems security covering classified information, communications, communications security, computer security, computer systems, countermeasures, cryptographic security, data, designs, destruction reports, evaluation, facilities, field testing, information security, inspections, security material, operational programs, procedures, research, secure voice, security, security policy, systems, telecommunications security, workload statistics, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

DISPOSITION: Destroy when 3 years old.

41. COMSEC Audit File.

Memorandums, telegrams, reports, and other documentation on communications security audits covering accounts, auditors, audits, certificates, communications security, custodians, equipment, inventory, questionnaires, reconciliation, Regional Information Management Centers, security, and other related subjects.

Arrange file by posts' and Department offices' names. Place individual post (or office) folder in the inactive file upon completion of current year audit.

DISPOSITION: Destroy when 1 year after a new audit of the individual post (or office) is initiated.

~~42. Cabled and Standard COMSEC Material Report (SF-153) Post File.~~

~~COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects.~~

~~Arrange file by posts' names. Cut off file at end of calendar year.~~

~~a. COR COMSEC File.~~

~~DISPOSITION: Retire to RSC when 3 years old. Destroy when 20 years old.  
(NN-172-66, item 1b)q (NSA-59-76-8, item 1)~~

~~b. User COMSEC File.~~

~~DISPOSITION: Return to COR on completion of second inventory following period of reports.  
(NN-172-66, item 1a)~~

43. COMSEC Post Correspondence File.

Correspondence, memorandums, telegrams, and other documentation on accountability, communications security covering accounting, destruction, equipment, inventories, keys, maintenance, operations, procedures, receipts, transfers, and other related subjects.

Arrange file by posts' names. Cut off file at end of calendar year.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 20 years old.

44. COMSEC Telecommunications Security File.

Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects.

a. Subject File.

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

DISPOSITION: Destroy when 5 years old or when no longer needed.

b. Post File.

Arrange file by posts.

DISPOSITION: Destroy when 3 years old or when no longer needed.

45. Crypto Clearance Correspondence File.

Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.

a. Crypto File.

DISPOSITION: Destroy when 15 years old.

b. User File.

DISPOSITION: Destroy when person whose clearance is discussed no longer requires clearance and/or departs for another assignment.  
(NN-172-66, item 12a)

46. Crypto Security Systems File.

Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

a. Crypto File.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 20 years old.

b. User File.

DISPOSITION: Destroy on completion of second inventory following period of reports.  
(NN-172-66, item 1a)

47. Crypto Vault File.

Correspondence, memorandums, telegrams, and other documentation on cryptographic equipment covering COMSEC material reports, contracts, inventory, receiving, requests, shipments, work orders, and other related subjects.

Arrange file by short titles.

DISPOSITION: Destroy when no longer needed or obsolete.

48. Crypto Vault Pouch Receipts File.

Classified Mail Weight Form (DPM), Receipt to Sender (DCS-1), and Receipt for Registered Mail (DS-454).

DISPOSITION: Destroy when 2 years old.

49. Interagency Program File.

Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

a. Memorandums of understanding.

DISPOSITION: Destroy 2 years after terminated or closed.

b. All other material.

DISPOSITION: Destroy when 3 years old.

50. Interagency Agreement File.

Correspondence, memorandums, memorandums of understandings, telegrams, and other documentation on interagency agreements covering agencies, agreements, connections, equipment, instructions, maintenance, scanners, secure voice, work agreements, 071802 Agreements (Diplomatic Telecommunications Service (DTS), Direct Communications Link, National Risk Reduction Center Communications Link, and Nuclear Risk Reduction Center Communications Link), and other related subjects.

Arrange file by agreement.

DISPOSITION: Destroy signed original agreement and related documents 5 years after termination date of agreement, extension, or final act.

51. Interagency Post File

Memorandums, telegrams, and other documentation on posts' interagency affairs covering background information, communications, equipment, guidance, International Telecommunications Union (ITU), satellites, and other related subjects.

Arrange file by Post. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

52. Interagency Reference File.

Manuals, publications, standards, technical information, and other documentation on interagency affairs covering communications, E-mail, fax, information, network services, public switch network, systems, telephones, television, transportable communications, and other related subjects

DISPOSITION: Destroy when no longer needed or obsolete. (NR)

53. National Communications System (NCS) File.

Correspondence, memorandums, reports, and other documentation on national communications systems covering committee meetings, directives, emergency preparedness, guidelines, issuances, meetings, national security, network, plans, policy, projects, public switch network, requirement analysis, restoration priorities, standards, survivability, telecommunications, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 5 years old. (NC1-59-84-7, item 1)

54. Radio Reciprocity File.

Correspondence, memorandums, telegrams, and other documentation on radio reciprocity covering background information, costs, frequency allocations, history, permission to operate, power usage, radios, rights to own radios, satellites, and other related subjects.

Arrange file by Post.

Volume on hand 8 boxes. Annual volume 1/4 box.

DISPOSITION: Permanent. Review annually. Retire inactive files, that have had no action in 5 years, to RSC for transfer to WNRC. Offer to NARA when 30 years old.

55. Logistics File.

Correspondence, memorandums, telegrams, and other documentation on Logistics covering automated data processing, circuits, communications, components, contracts, couriers, equipment, exchanges, information management systems, inventory control, logistical support, maintenance, management, material management, networks, operations, programs, property accountability, provisions, purchasing, quality assurance, receiving, shipment, specifications, spare parts, supplies, telecommunications, transportation, and other related subjects.

Arrange file by TAGS and Terms. Cut file off at the end of each calendar year.

DISPOSITION: Destroy when 3 years old.

56. Procurement File.

Request for Services, Supplies, and Equipment (DS-1869) (also called an IMR), Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), telegrams, and other documentation on procurement covering amendments, bin 3 reports, Blanket Purchase Agreements (BPA), Collect-On-Delivery (C.O.D.), electronic transfers, equipment, General Services Administration (GSA), Military Standard Requisitioning and Issue Procedures (MILSTRIP), preparations, procurement, purchase orders, repair parts, requests, requisitions, services, supplies, and other related subjects.

Arrange file by requisition number.

DISPOSITION: Destroy when 2 years old.

57. Material Management - Receiving Files.

a. Flat File.

Documentation on receiving of quick in/out supplies covering closed Orders, the General Services Administration (GSA), inspection reports, Military Standard Requisitioning and Issue Procedures (MILSTRIP), open orders, receiving report, supplies, and other related subjects.

Arrange file by order numbers.

DISPOSITION: Destroy 2 years after placed in inactive file.

b. Post Orders File.

Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), Order for Supplies and Services (DD-250), Material Inspection and Receiving Report (DD-1155), telegrams, and other documentation on items posts have ordered covering materials, purchase orders, receiving, services, supplies, and other related subjects.

Arrange file by purchase order numbers.

DISPOSITION: Destroy when 3 years old.

c. Post Orders Received File.

Telegrams, and other documentation on items posts have received covering data, inventories, packing lists, receiving and inspections reports, and other related subjects.

Arrange file by posts.

DISPOSITION: Destroy when 3 years old.

58. Materials Management - Warehouse File.

Documentation on warehouse items covering pick tickets, packing, preparations, shipping, transactions, and other related subjects.

DISPOSITION: Destroy when 1 year old.



59. Material Management - Customer Service Files.

a. Post Customer Service File.

Telegrams, and other documentation on customer service covering digital, equipment, radios, repairs, replacement, telephones, and other related subjects.

Arrange file by posts.

DISPOSITION: Destroy when 3 years old.

b. Customer Service File.

Correspondence, forms, and other documentation on customer service covering blanket purchase arrangements (BPA), notes, packing lists, price lists, repairs, and other related subjects.

DISPOSITION: Destroy when 2 years old.

60. Material Management - Dispatching Files.

a. Dispatching - Invoice File.

Copies of invoices on equipment and services.

DISPOSITION: Destroy when 1 year old.

b. Dispatching - Government Bill of Lading File.

U.S. Government Bill of Lading (SF-1103)a

DISPOSITION: Destroy when 2 years old.

c. Dispatching - Post Documents File.

Documentation on dispatches to posts covering sheets, packing documents, pick tickets, shipments, work sheets, and other related subjects.

Arrange file by posts.

DISPOSITION: Destroy when 3 years old.

d. Dispatching - Post Telegram File.

Telegrams and other documentation on shipments to posts covering delivery and shipping arrangements.

Arrange file by posts.

DISPOSITION: Destroy when 2 years old.

61. Contract Coordination File.

Copies of contracts, correspondence, memorandums, telegrams, and other documentation on requests for services type contracts.

DISPOSITION: Destroy 2 years after the contract is closed.

62. Operations - Management Information Systems Files.

a. Pending Status and Completed File.

Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A), Request for Services, Supplies, and Equipment (DS-1869); memorandums; telegrams; and other related documentation on Bin 3 Reports, communications equipment, control numbers, data, equipment, move ticket, pick ticket, processing, purchase orders, receiving report, requests, spare parts, status of shipment, stock availability, supplies, vouchers, and other related subjects.

Arrange file by control number.

DISPOSITION: Destroy when 3 years old.

b. Purchase Order File.

Copies of Requisition for Equipment, Supplies, and Furniture, Etc. (DS-1089-A).

Arrange file by purchase order number.

DISPOSITION: Destroy when 3 years old.

63. Operations - Worldwide Property Accountability Files.

a. Inventory File.

Correspondence, memorandum, telegrams, and other related documentation on domestic and posts inventories covering equipment and supplies.

Arrange file by posts or by domestic office.

DISPOSITION: Destroy when 3 years old.

b. Movement Inventory File.

Telegrams on post property covering accountability, equipment, movement of equipment, pick tickets, property, Test and Installation Sheet, and other related subjects.

Arrange file by posts.

DISPOSITION: Destroy when 3 years old.

64. Operations - Inventory Management File.

Annual Inventory Report of Equipment, Request for Services, Supplies, and Equipment (DS-1869), telegrams, and other documentation on equipment, excess property inventories, part numbers, research, and other related subjects.

a. Stock Log Purge.

DISPOSITION: Destroy when 2 years old.

b. All other items.

DISPOSITION: Destroy when 3 years old.

65. Maintenance File.

Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

b. All other material.

DISPOSITION: Destroy when 3 years old.

66. Digital Systems Files.

Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.

Subject File.

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

Post File.

Arrange by project or program. Block as appropriate by: calendar years, active / inactive, short term / long term, etc.

- a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

- b. All other material.

DISPOSITION: Destroy when 1 year old.

67. Radio Frequency Files.

Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.

Subject File.

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

Post File.

Arrange by project or program. Block as appropriate by: calendar years, active/ inactive, short term/ long term, etc.

- a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

- b. All other material.

- (1). Short term: transactions, inactive, and completed material.

DISPOSITION: Destroy when 1 years old.

- (2). Long term: life of project/ program history/ life of post status.

Procedures, guidelines, background information, precedence, etc.

(Pull forward into current year file or place in a separate file.)

DISPOSITION: Retain in office for the life of the project or program. Retire to RSC when project / program is terminated. Destroy 5 years after date RSC received.

68. Voice Systems File.

Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.

Subject File.

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

Post File.

Arrange by project or program. Block as appropriate by: calendar years, active / inactive, short term / long term, etc.

a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

b. All other material.

- (1). Short term: transactions, inactive, and completed material.

DISPOSITION: Destroy when 1 years old.

- (2). Long term: life of project / program history / life of post status.

Procedures, guidelines, background information, precedence, etc.

(Pull forward into current year file or place in a separate file.)

DISPOSITION: Retain in office for the life of the project or program. Retire to RSC when project / program is terminated. Destroy 5 years after date RSC received.

69. Diplomatic Mail and Pouch Operations File.

Telegrams, and other documentation on airline routes and schedules, mail and pouch operation covering air and surface transportation, Customs Service, costs, guidelines, interagency agreements, interagency liaison, mail, military postal services, policies, pouches, pouch services, printing, projects, routes, supplies, transportation, transportation requests, U.S. Postal Service (USPS), and other related subjects.

a. Subject File:

Arrange file by TAGS and terms; or by posts. Cut file off at end of each calendar year.

(1). Interagency agreements.

DISPOSITION: Destroy 2 years after agreement has been terminated.

(2). All other material.

DISPOSITION: Destroy when 3 years old.

b. Post File:

Arrange file by posts.

DISPOSITION: Destroy when 3 years old or when no longer needed whichever is longer.  
(II-NN-3607, item 4)

70. Classified and Unclassified Diplomatic Mail and Pouch File.

Correspondence, telegrams, reports, printouts, and other documentation on mail and pouches covering computer room operations, contract services, flight schedules, gas receipts, missing pouches, policies, pouches, prohibited items, receipts, schedules, statistics, tracing actions, transfers, and other related subjects.

DISPOSITION: Destroy when 3 years old.



71. DS-23-A Courier Pouch Invoice

- a. Pink copy - "Sign and return this copy to Department immediately".

DISPOSITION: Destroy when 2 years old.  
(11 NNA-1794, item 1)

- b. Yellow copy - "Copy for American Embassy"

DISPOSITION: Destroy when 2 years old.  
(11 NNA-1794, item 1)

- c. Blue copy - "Department's temporary copy"

DISPOSITION: Destroy when Pink copy is returned.  
(11 NNA-1794, item 1)

72. OF-120 Diplomatic Pouch Mail Registration

- a. Electronic - Receipt System data.

DISPOSITION: Destroy when 2 years old.  
(II-NNA-3047, item 1)

- b. Paper forms.

DISPOSITION: Destroy when 2 years old.  
(II-NNA-3047, item 1)

73. OF-244 Pouch Invoice

a. Electronic - Receipt System data.

DISPOSITION: Destroy when 3 years old.  
(II-NNA-1794, item 1)

b. Form.

(1)a White copy - "Sign and return this copy to issuing post"

DISPOSITION: Destroy when 3 years old.  
(II-NNA-1794, item 1)

(2)a Yellow copy - "This is for your files"

DISPOSITION: Destroy when 3 years old.  
(II-NNA-1794, item 1)

(3). Blue copy - "Copy"

DISPOSITION: Destroy when White copy is returned.

74. OF-253 Diplomatic Pouch Certification and Receipt

a. Electronic - Receipt System data.

DISPOSITION: Destroy when 3 years old.  
(11-NNA-3407, item 2)

b. Form.

(1). Top original. (This copy is for DS).

DISPOSITION: Destroy when 3 years old.  
(11-NNA-3407, item 2)

(2). 2nd. copy. (This copy is for Post).

DISPOSITION: Destroy when 3 years old.  
(11-NNA-3407, item 2)

(3). 3rd. copy. (This copy is for Post).

DISPOSITION: If Post receiving office retains the  
2nd. copy, this 3rd. copy may be  
destroyed immediately; otherwise  
destroy when 3 years old.  
(11-NNA-3407, item 2)

(4). 4th./Last copy. (This copy is for Mail Room).

DISPOSITION: Destroy when 3 years old.  
(11-NNA-3407, item 2)

75. DS-454 Receipt for Registered Mail (DS-454)

a. White copy (This copy is for Mail Dispatch).

DISPOSITION: Destroy when 2 years old.  
(II-NNA-2409, item 5)

b. Yellow copy. (This copy is for Receiving Office).

DISPOSITION: Destroy when 2 years old.  
(II-NNA-2409, item 5)

c. Pink copy. (This copy is for Receiving Office).

DISPOSITION: If Receiving Office retains the Yellow, this  
Pink copy may be destroyed immediately;  
otherwise destroy when 2 years old.  
(II-NNA-2409, item 5)

76. DS-1035 Air Cargo Transportation Request

a. Top/original. (This copy is for airline)

DISPOSITION: Destroy when 3 years old. (GRS 9, item 1a)

b. 2nd. copy. (This copy is for airline)

DISPOSITION: Destroy when 3 years old. (GRS 9, item 1a)

c. 3rd. copy. (This copy is first sent to airline. It is then returned to Mail Financial Operations).

DISPOSITION: Send to airline. Destroy 3 years after returned from airline. (GRS 9, item 1a)

d. 4th. copy. (This copy is for Mail Dispatch).

DISPOSITION: Destroy when 3 years old.  
(GRS 9, item 1a)

e. 5th. copy. (This is a suspense copy for Mail Financial Operations)

DISPOSITION: Destroy when 3rd. copy is returned from airline. (GRS 9, item 1a)

77. PS-3854 Manifold Registry Dispatch Book.  
(book contains the forms)

DISPOSITION: Destroy when 3 years old.

78. PS-3877 Firm Mailing Book. (book contains the forms)

DISPOSITION: Destroy when 3 years old.

79. U.S. Customs Service letter and receipt.  
(This is a letter)

DISPOSITION: Destroy when 3 years old.

80. Special Communications Support Files.

Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

a. Program Subject File.

Arrange Subject file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy after 3 years. (NC1-59-76-17)

b. Trip Case File.

Documents accumulated on individual trips.

Arrange by post names. Cut off file at end of each calendar year.

DISPOSITION: Destroy after 1 year. (NC1-59-76-17)

81. Temporary Duty Trip File.

Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary's travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.

a. Post TDY Trip File.

Arrange by post names. Cut off file at end of each two calendar years.

DISPOSITION: Destroy after 2 years.

b. Rover Personnel File.

Arrange by individual names. Cut off file when rover is no longer with program or when no longer needed.

DISPOSITION: Destroy 3 year after person is no longer in the program.

82. Domestic Operations File

Correspondence, memorandums, telegrams, and other documentation on domestic operations covering automated data processing, communication centers, configurations, digital systems, engineering, equipment, facilities, information management, information processing, installations, operations, programs, requests, support, systems operations, technical controls, telecommunications, and other related subjects.

Arrange subject file by TAGS and Terms, and office file by office symbol. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

83. Data Processing File.

Correspondence, memorandums, and other documentation on automated data processing covering automated systems, Beltsville Information Management Center (BIMC), computers, computer output microfiche and microfilm, equipment, installations, facilities, guidance, hardware, management, maintenance, operations, production, programming, Regional Administrative Management Centers (RAMC), reports, support, systems, technical operations, terminals, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

84. ADP - Camera Security System

Video-cassette tapes, of any format, e.g. Video Home System (VHS), containing recorded video information produced by electronic cameras and video-cassette recorder (VCR) covering controlled access area check points.

DISPOSITION: Erase tapes when out of date or no longer needed and reuse.

85. ADP - Facilities Management

Correspondence, memorandums, purchase orders, and other documentation on facilities management covering security access controls, background information, communications security, disposals, finances, forms management, inventory, maintenance, projects, procurement, property, renovations, resources, security, surveys, tasks, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

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

86. ADP - Magnetic Tapes Library.

a. Reusable Tapes.

Tapes produced as a special request from users.

DISPOSITION: Reuse when no longer needed by requester.

b. Permanent Historical Tapes.

These tapes contain historical foreign policy records covered by the Records Management Handbook, Appendix A, items 020004 to 020006.

DISPOSITION: Follow the authorized disposition cited in this handbook.

SPECIAL INSTRUCTIONS - FOR PERMANENT TAPES

To store tapes in the Library:

CFR 1234.28 (g) provides the following standards for the storage of tapes containing PERMANENT records: room must be fire proof with no sprinklers, have a constant temperature of 62-68°F and humidity of 35-45%, no food or drinks can be in controlled access area.

To preserve the tapes historical information:

Use 18 track 3480 class magnetic tape cartridge, labeled, make backups of all tapes, keep duplicate copies - off site, rewind every 3.5 years, re-copy onto new tapes after 10 years.

To transfer tapes to NARA:

Follow 36 CFR 1228.188; AND the additional guidance Department and NARA developed on 6/28/94 and thereafter.

87. ADP - Production Control

Correspondence, memorandums, and telegrams, other documentation on production control requests, covering automated data processing, batch processing, copying, jobs, magnetic cartridges and tapes, microfiche, microfilm, outputs, printouts, procedures, production controls, reports, schedules, setups, special requests, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.



88. Communications - Management File.

Correspondence, memorandums, telegrams, and other documentation on communications covering analysis, communications, centers, distribution, encryption and decryption, facilities, maintenance, messages, networking, receipt, registration, relay, reproduction, secure voice interface, servicing, technical security, telecommunications, transmission, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

DISPOSITION: Destroy when 5 years old.

89. Communications - Information File.

Correspondence, memorandums, telegrams, and other documentation on communication information covering Automated Reproduction and Collating System (ARCS), contracts, gateway interconnections, maintenance, procurement, security, technical services, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

DISPOSITION: Destroy when 3 years old.

90. Communications - Operations File.

Correspondence, memorandums, telegrams, and other documentation on communications operations covering analysis, Beltsville Communication Center, collective addresses, communications, information services, contracts, coordination, dissemination, distributions, facilities, interface, maintenance, operations, statistics, systems, traffic, upgrades, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

DISPOSITION: Destroy when 3 years old.

91. Communications - Operations Circuits File.

Memorandums, telegrams, diagrams, plans, and other document on communications circuits covering background information, connections, drawings, equipment, networks, requests, and other related subjects.

Arrange file by posts.

DISPOSITION: Retain in office. Retire to RSC 1 year after post building is no longer occupied by the Department or post has closed. Destroy 5 years after date RSC received.

92. Communications - Programming File.

Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of calendar year.

a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

b. All other materialo

DISPOSITION: Destroy when 2 years old or when no longer needed whichever is longer.

93. Telephone - Billing Invoice File.

DISPOSITION: Destroy when 3 years old.

94. Telephone - Billing Magnetic Tapes.

DISPOSITION: Destroy when 5 years old.

95o Telephone - Call Detail Record Polling (CDRP) - Magnetic Tapes.

DISPOSITION: Destroy when 1 year old.

96. Telephone and Digital Systems File.

Correspondence, memorandums, telegrams, reports, and other documentation on digital systems covering billing, communication lines, Consolidated Centrex, contractors, contracts, copies of contracts, digital telecommunications, Diplomatic Telecommunications Service (DTS), equipment, Federal Telecommunications System (FTS), long distance, matrix schedules, meetings, plans, policies, Private Branch Exchange (PBX), procurement, services, site surveys and summaries, status reports, telephone directory data base, telephone switching system, tie lines integration, vendors, Video Telecommunications Program, voice telecommunications, Washington Integrated Telecommunications Services (WITS), White House Communications Agency (WHCA), and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

97. Telephone - Directory Changes (DS-1891).

DISPOSITION: Destroy when 1 year old.

98. Telephone - Number Records File.

Documents on each telephone number covering technical background information.

DISPOSITION: Destroy 1 year after telephone number is no longer used.

99. Telephone - Work and Service Order File.

a. Orders from outside the Main State Building.

DISPOSITION: Destroy 1 year after site is no longer used.

b. Orders from inside the Main State Building.

DISPOSITION: Destroy after 1 year.

100. Foreign Operations - Management File

Correspondence, memorandums, memorandums of operations, telegrams, and other documentation on foreign operations covering crisis management, data processing, Diplomatic Telecommunications Service (DTS), emergencies, facilities, information management, information program units, operations, operating programs, operational liaison, Regional Information Management Centers (RIMC), support activities, systems, systems operations, technical support, telecommunications facilities, training, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

101. Foreign Operations - Program File.

Correspondence, memorandums, memorandums of conversation, telegrams, and other documentation on foreign operations covering automated data processing, C-Lan, communications security, compliance, Department Telecommunication System (DTS), emergencies, fax, Information Program Unites (IPU), implementation, information management operations programs, liaison, projects, Regional Information Management Centers (RIMC), systems operations, Secretary, and visitor support, security, technical training, Terminal Equipment Replacement Program (TERP), and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

102. Post Information Management - Liaison File.

Memorandums, telegrams, and other documentation on posts information management programs covering circuits, communications, communications security, emergency planning, equipment, installations, liaison, personnel, projects, testing, temporary duty assignments, travel, trip reports, and other related subjects.

Arrange file by posts. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

103. Posts Information - Systems File.

Correspondence, memorandums, telegrams, and other documentation on posts information systems covering applications and software, compact disks (CD), E-mail, equipment, Information Systems Unit, maintenance, system managers, telecommunications, training, unclassified systems, and other related subjects.

Arrange file by posts. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

104. Technical Operations File

Correspondence, memorandums, telegrams, reports, and other documentation on technical operations covering C-Lan system, Classified Information Handling System (CIHS), communications security, contracts, Diplomatic Telecommunication Services (DTS), facilities, management, secure telephone system, telecommunications services and support, telephones, tempest, Terminal Equipment Replacement Program (TERP), trip reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

105. Automated Data Processing File.

Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

Arrange file by year and purchase order number.

- a. Maintenance agreements, life of produce agreements, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated, closed, or no longer used.

- b. All other material.

DISPOSITION: Destroy when 2 years old.

106. Facilities File.

Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitations, renovations, reviews, schematics, telephones, trip and status reports, wavers,

Post File

Arrange file by project or program. Block as appropriate by: calendar years, active/ inactive, short term/ long term, etc.

- a. Memorandums of understanding, copies of contracts, etc.

DISPOSITION: Destroy 2 years after terminated or closed.

- b. All other material.

- (1). Short term: transactions, inactive, and completed material.

DISPOSITION: Destroy when 1 years old.

- (2). Long term: life of project/ program history.

Approvals, procedures, guidelines, background information, precedence, wavers, etc.

(Pull forward into current year file or place in a separate file.)

DISPOSITION: Retain in office for the life of the project or program. Retire to RSC when project / program is terminated. Destroy 5 years after date RSC received.

107. Installation - Drawings Files.

Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects.

a. Subject File:

Arrange file by TAGS and Terms. Cut off at end of each calendar year.

DISPOSITION: Destroy when 3 years old.

b. Post File.

Arrange file by project or program. Block as appropriate by: calendar years, active/ inactive, short term/ long term, etc.

DISPOSITION: Retain in office for the life of the project or program. Retire to RSC when project / program is terminated. Destroy 5 years after date RSC received.

108. Programs File.

Memorandums, telegrams, and other documentation on communications programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects.

a. Short term: transactions, inactive, and completed material.

DISPOSITION: Destroy when 3 years old.

b. Long term: life of project/ program history.

Approvals, procedures, guidelines, background information, precedence, wavers, etc.

(Pull forward into current year file or place in a separate file.)

DISPOSITION: Retain in office for the life of the project or program. Retire to RSC when project / program is terminated. Destroy 5 years after date RSC received.

109. Installation - Equipment File.

Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at end of each calendar year.

a. Taskings.

DISPOSITION: Destroy when 3 years old.

b. All other items.

DISPOSITION: Destroy when 4 years old.

110. Secure Voice File.

Correspondence, memorandums, telegrams, reports, and other documentation on fax, guidelines, inventories, issuances, operational policy, procurement, requests, secure telephone unites (STU), telephones, vendors, work orders, and other related subjects.

Arrange subject file by TAGS and Terms. Cut off file at end of each calendar year.

Arrange: Domestic office file by office/agency symbols; arrange post file by post names. Cut off files at end of each calendar year.

DISPOSITION: Destroy when 3 years old.