

**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 Inter-American Affairs

3. MINOR SUBDIVISION  
 Office of the Executive Director

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
 Marria Braden | 647-6011

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-59-94-4

DATE RECEIVED  
 5/26/95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 JUN 9 1995 | *[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 \_\_\_ 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: 5/18/95 | SIGNATURE OF AGENCY REPRESENTATIVE: *Kenneth F. Rosmar* | 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 GRS OR SUPERSEDED JOB CITATION	10.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.		

*Copies sent to agency, NCF, NNT, NIA 6/27/95*

1. Mission Program Plans

Documents reflect 5-year projections for the accomplishment of post goals and objectives. Included are program plans and reviews, summary statements prioritizing mission goals and objectives, program review team comments, approved bureau-wide policy and resources statement and related correspondence.

DISPOSITION: Permanent. Transfer to RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

Volume on hand: 1 cu. ft.  
Annual accumulation: 1/2 cu. ft.

2. Executive Director's Files.

a. Subject Files. Telegrams, memorandums, decision papers, inspection reports, and other documentation used and generated by the Executive Director in directing the administration and management of the bureau.

b. Chronological Files. Extra copies of communications of all types arranged in chronological order. The official communications are filed in the official files.

of 2(a) + 2(b),  
DISPOSITION: Transfer to RSC when 3 years old for transfer to the WNRC. Destroy when 10 years old.

3. Post Management Officers Files. Arranged by subject.

Telegrams, memorandums, reports, guidelines, procedural materials, telephone bills, copies of leases, post profiles, and other documentation relating to post management including leases, buildings and grounds, staffing, post evacuations, official vehicles, personal contracts, health, allowances, and fraud.

DISPOSITION: Destroy 5 years after year in which prepared or when no longer needed, whichever is sooner.