



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

Change Transmittal: GS-127

Date: May 18, 2004

6 FAM 1780

COLLECTION AND DISPOSAL OF CLASSIFIED WASTE MATERIAL

CHANGES

1. **6 FAM 1780:** This subchapter has been revised extensively throughout. Major changes include security regulations contained in 5 FAM 534, 12 FAM 539.5 and in the Department Notice on Classified Waste Disposal Restrictions, 2002 06 042, dated June 28, 2002; destruction of classified waste other than paper such as floppy disks, CD-ROMS, and microfilm; and procedures for destruction of classified waste materials from annexes that do not have access to General Services Administration-approved shredders.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.

3. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard old 6 FAM subchapter 1780 (issued under TL:GS-1, 08-22-1991; 2 pages) and replace it with revised 6 FAM subchapter 1780 (2 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:GS-127, and initial.

DISTRIBUTION NOTICE

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2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials, include your office/post symbols and inform A/RPS/MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B-934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/OPR/GSM)