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## U.S. Department of State Records Schedule

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### Chapter 17: Intelligence and Research

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#### Assistant Secretary

**A-17-001-01      Chronological Files**

**Description:** Arranged chronologically. Files contain all material signed by the Assistant Secretary for Intelligence and Research. Includes memorandums, correspondence, telegrams, reports, and other documentation. Also includes some incoming material.

**Disposition:** PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-35, item 1      **Date Edited:** 4/1/1999

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**A-17-001-02a      Subject Files**

**Description:** 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.

**Disposition:** PERMANENT. Cut off 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.

**DispAuthNo:** N1-059-02-07, item 1a      **Date Edited:** 12/17/2002

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**A-17-001-02b      Subject Files**

**Description:** b. Copies produced on electronic mail and word processing systems.

**Disposition:** TEMPORARY. Delete once recordkeeping copy has been produced.

**DispAuthNo:** N1-059-02-07, item 1b      **Date Edited:** 6/25/2007

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**A-17-001-03      Electronic Mail and Word Processing System Copies.**

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule.

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:** TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

**DispAuthNo:** GRS 23, item 10a      **Date Edited:** 12/17/2002

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#### Deputy Assistant Secretaries

**A-17-002-01a**      **Chronological Files**

**Description:** a. Substantive Chronological Files. Contains correspondence, reports, cables, and other material relating to functional analysis activities and issues.

**Disposition:** PERMANENT. Cut off every 3 years. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 1a      **Date Edited:** 4/1/1999

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**A-17-002-01b**      **Chronological Files**

**Description:** b. Administrative Chronological Files. Routine administrative records relating to the internal administration of the office.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-059-91-18, item 1b      **Date Edited:** 4/1/1999

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**A-17-002-02**      **Liaison Group - Weekly Meeting**

**Description:** Accumulation of documents concerning intelligence issues on Canada, United Kingdom, and Australia used as background material for weekly meetings with representatives from those countries.

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** N1-059-91-18, item 2      **Date Edited:** 4/1/1999

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**A-17-002-03**      **Subject Files**

**Description:** Arranged by subject. Reports, memorandums, telegrams, briefing material, correspondence, intelligence reports, and other material. Files relate to the policies, plans, operations, and activities of the bureau in general, the offices overseen by incumbent, and foreign policy issues around the world.

**Disposition:** PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-89-25, item 1      **Date Edited:** 4/1/1999

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#### **A-17-002-04 Chronological Files**

**Description:** Arranged chronologically. Reports, memorandums, telegrams, correspondence, intelligence reports, briefing papers, and other material. Files document the activities of the Deputy Assistant Secretary for Regional Analysis.

**Disposition:** PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-89-25, item 2 **Date Edited:** 4/1/1999

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#### **A-17-002-05 Weekly Activities Reports**

**Description:** Reports on activities of the Deputy Assistant Secretary for Regional Analysis and the offices that office oversees.

**Disposition:** PERMANENT. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-89-25, item 3 **Date Edited:** 4/1/1999

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#### **A-17-002-06 Routine Administrative Files**

**Description:** Inventories, travel vouchers, leave records, and other non-substantive material relating to the running of the office.

**Disposition:** Destroy when 2 years old, or when no longer needed, whichever is sooner.

**DispAuthNo:** N1-059-89-25, item 4 **Date Edited:** 4/1/1999

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#### Offices for Analysis

##### **A-17-003-01 Program Files**

**Description:** Arranged by region, country, or subject. Contains information on the internal affairs and foreign relations of the United States and countries under each geographic region. Includes information on political, economic, military, cultural, crisis, regional organizations and pacts. Consists of press reports, telegrams and cables, memorandums, correspondence, intelligence reports, and other agency communications.

**Disposition:** PERMANENT. Cut off when between 2 and 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-89-25, item 5 **Date Edited:** 4/1/1999

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##### **A-17-003-02 Intelligence Research Reports (IRR)**

**Description:** Arranged in numerical/chronological order or by country. Analyses of events, activities, and issues prepared by in-house analysts.

**Disposition:** PERMANENT. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old. Destroy duplicate copies when 3 years old.

**DispAuthNo:** N1-059-89-25, item 6 **Date Edited:** 4/1/1999

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##### **A-17-003-03 Historical Files**

**Description:** Unique collections of records on key events, crises, or issues that have been retained in the office and kept separately from the main Program Files. Includes reports, clippings, telegrams, memorandums, and other material.

**Disposition:** PERMANENT. Cut off when 20 years old. Microfilm records and retire paper files to SCI storage at the National Archives. Transfer paper files to the National Archives when 30 years old. Destroy Microfilm when no longer needed.

**DispAuthNo:** N1-059-89-25, item 7 **Date Edited:** 4/1/1999

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##### **A-17-003-04 Reference Material**

**Description:** Copies of other agency reports, publications, foreign newspapers and magazines, maps, and other material maintained and used as reference material on geographic issues.

**Disposition:** Destroy when no less than 1 year old and no more than 10 years old.

**DispAuthNo:** N1-059-89-25, item 8 **Date Edited:** 4/1/1999

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**A-17-003-05**      **Biographic Files**

**Description:** Background information maintained on political leaders, foreign ministry officials, and military leaders. Consists of telegrams, newspaper articles, memorandums, reports from other agencies, and post reporting.

**Disposition:** Retain in office. Screen and destroy when no longer needed.

**DispAuthNo:** N1-059-89-25, item 9                      **Date Edited:** 5/7/2001

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**A-17-003-06**      **Geographic Activities Publications**

**Description:** In-house generated publications providing a summary of activities or issues for a particular region. Publications are generated monthly and bi-weekly. Included are publications such as INR Magazine.

**Disposition:** PERMANENT. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-89-25, item 10                      **Date Edited:** 4/1/1999

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**A-17-003-07**      **Note to Analyst**

**Description:** Memorandums from the Deputy Assistant Secretary for Regional Analysis sent to Directors of each division on administrative and procedural issues.

**Disposition:** See sub sections 07a through 07b for specific dispositions.

**DispAuthNo:** N1-059-89-25                              **Date Edited:** 7/19/2007

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**A-17-003-07a**      **Note to Analyst**

**Description:** a. Master set in Deputy Assistant Secretary office.

**Disposition:** Retain for two years and then destroy.

**DispAuthNo:** N1-059-89-25, item 11a                      **Date Edited:** 7/18/2007

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**A-17-003-07b**      **Note to Analyst**

**Description:** b. Copies sent to divisions.

**Disposition:** Temporary. Retain for one year and then destroy.

**DispAuthNo:** N1-059-89-25, item 11b                      **Date Edited:** 7/18/2007

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<b>A-17-003-08</b>	<b>Contract Reports</b>
<b>Description:</b>	Reports generated by outside contractors on specific geographic issues.
<b>Disposition:</b>	PERMANENT. Retire to RSC for transfer to WNRC when 5 years old. Transfer to the National Archives in 5 year blocks when 30 years old.
<b>DispAuthNo:</b>	N1-059-89-25, item 12
<b>Date Edited:</b>	4/1/1999
<b>A-17-003-09</b>	<b>NATO Reports</b>
<b>Description:</b>	Semi-annual contributions submitted to NATO (for inclusion in NATO publications) on assessments and analysis of issues and situations in Eastern Europe and the Soviet Union that impact on NATO.
<b>Disposition:</b>	PERMANENT. Cut off when 5 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-89-25, item 13
<b>Date Edited:</b>	4/1/1999
<b>A-17-003-10</b>	<b>Weekly Activities Reports</b>
<b>Description:</b>	Summaries of activities and reports generated in-house on a weekly basis.
<b>Disposition:</b>	PERMANENT. Cut off at the end of the calendar year. Hold one year and retire to SCI storage at the National Archives or to the RSC. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-91-18, item 5
<b>Date Edited:</b>	4/1/1999
<b>A-17-003-11</b>	<b>Working Files</b>
<b>Description:</b>	Files maintained by each analyst which contain duplicate copies of documents that are located in the official files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no centralized office files, the disposition of the analysts working files is the same as Program Files of the office.)
<b>Disposition:</b>	Periodically review and screen out when no longer needed. Analyst is responsible for ensuring that office program files are complete and that all essential documents are filed there.
<b>DispAuthNo:</b>	N1-059-89-25, item 15
<b>Date Edited:</b>	4/1/1999
<b>A-17-003-12</b>	<b>In-House Generated Publications</b>
<b>Description:</b>	Publications generated monthly or bi-weekly that summarize the activities and issues covered by a particular functional office.
<b>Disposition:</b>	PERMANENT. Cut off every 10 years. Retire master set to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-91-18, item 6
<b>Date Edited:</b>	4/1/1999

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**A-17-003-13**      **Chronological Files**

**Description:** Record copies of outgoing correspondence, papers, reports, etc. drafted by offices in the Bureau of Intelligence and Research and arranged chronologically. This information is not located in the Program files of the office.

**Disposition:** PERMANENT. Block annually. Retire to RSC between 3 and 5 years depending upon the requirements of the office. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-94-16, item 1

**Date Edited:** 4/1/1999

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#### Office of the Geographer

**A-17-004-01 Historical Files on Boundary Issues**

**Description:** Historical files on boundary issues covering the negotiations defining boundaries among countries throughout the world. Files include reports of commissions, meeting reports, memorandums, studies, minutes of meetings, diplomatic notes, telegrams, airgrams, and maps.

**Disposition:** PERMANENT. Cut off when no longer needed and retire to RSC. Transfer to WNRC 5 years after cut off. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 8 **Date Edited:** 4/1/1999

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**A-17-004-02 Geographic Publications**

**Description:** Publications (such as Limits in the Seas, International Boundary Studies, Geographic Notes, and Geographic Research Study) that are generated in-house by the Office of the Geographer.

**Disposition:** PERMANENT. Retire master set to RSC every 5 years for transfer to WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 9 **Date Edited:** 4/1/1999

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**A-17-004-03 Camp David Peace Treaty Maps**

**Description:** Original maps created for and used at the Camp David peace talks between Israel and Egypt.

**Disposition:** PERMANENT. Transfer to the National Archives when 5 years old.

**DispAuthNo:** N1-059-91-18, item 10 **Date Edited:** 7/27/2001

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**A-17-004-04 Percy Maritime Charts - 1958**

**Description:** Charts created as part of a study projecting the division of the seabed.

**Disposition:** PERMANENT. Transfer to the National Archives immediately.

**DispAuthNo:** N1-059-91-18, item 11 **Date Edited:** 4/1/1999

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**A-17-004-05 Contributions to the Secretary Morning Summary**

**Description:** Office of the Geographer input for the Secretary Morning Summary.

**Disposition:** TEMPORARY. Destroy when 5 years old.

**DispAuthNo:** N1-059-91-18, item 12 **Date Edited:** 7/27/2001

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**A-17-004-06      First Order Administrative Division Files**

**Description:** Files containing information on internal administrative boundaries of other countries. Include cables, amps, government decrees, background notes, and studies.

**Disposition:** TEMPORARY. Destroy when no longer needed.

**DispAuthNo:** N1-059-91-18, item 13                      **Date Edited:** 7/27/2001

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**A-17-004-07      Consular District Files**

**Description:** Files of maps identifying the boundaries of U.S. Consular districts.

**Disposition:** TEMPORARY. Destroy when no longer needed.

**DispAuthNo:** N1-059-91-18, item 14                      **Date Edited:** 7/27/2001

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**A-17-004-08      Bering Sea File**

**Description:** Negotiations and discussions leading up to the final agreement between the United States and the Soviet Union on the maritime boundary of the Bering Sea.

**Disposition:** PERMANENT. Retire to RSC upon approval of final agreement. Transfer to WNRC when 3 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 15                      **Date Edited:** 7/27/2001

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**A-17-004-09      Crisis Management Packages**

**Description:** Collections of maps used during political crises.

**Disposition:** TEMPORARY. Destroy when no longer needed.

**DispAuthNo:** N1-059-91-18, item 16                      **Date Edited:** 4/1/1999

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**A-17-004-10      History of the Office**

**Description:** Files documenting the creation, development, activities, and expansion, of the Office of the Geographer. Records include memorandums, correspondence, and reports.

**Disposition:** PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 17                      **Date Edited:** 7/27/2001

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<b>A-17-004-11a</b>	<b>U.S. Boundary Charts</b>
<b>Description:</b>	a. U.S. Boundary - Base Line Charts. Charts, maps, and other records that establish the legal tidal water base line limit of the United States of America. This base line is midway between high and low tide marks at a certain time of the year. Because of erosion and accretion these charts are updated periodically to adjust the official limit.
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives 3 years after periodic update.
<b>DispAuthNo:</b>	N1-059-88-29, item 1a <b>Date Edited:</b> 4/1/1999
<b>A-17-004-11b</b>	<b>U.S. Boundary Charts</b>
<b>Description:</b>	b. U.S. Boundary - Demarcation Charts. Charts, maps, and other records that determine, establish, and delimit the legal international boundary between the United States of America and any foreign countries by agreement, convention, protocol, or treaty.
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives 3 years after the final resolution of agreement, etc.
<b>DispAuthNo:</b>	N1-059-88-29, item 1b <b>Date Edited:</b> 7/18/2007
<b>A-17-004-11c</b>	<b>U.S. Boundary Charts</b>
<b>Description:</b>	c. U.S. Boundary - Dispute Charts. Charts, maps, and other records that relate to any international legal disputes, litigation, arbitration, etc. which determine, establish, or delimit the boundary between the United States of America and foreign countries.
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives 3 years after final determination is made.
<b>DispAuthNo:</b>	N1-059-88-29, item 1c <b>Date Edited:</b> 7/19/2007

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#### Office of Politico-Military Analysis

**A-17-005-01**      **Chronological Files**

**Description:** Chronological file of all in-house generated correspondence, memorandums, and reports by the staff of the Office of Politico-military Analysis. May also include some incoming material.

**Disposition:** PERMANENT. Cut off every 5 years and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 18                      **Date Edited:** 7/27/2001

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**A-17-005-02**      **Crisis Management Files**

**Description:** Maps, reports, evacuation studies, photographs, telegrams, and other material used during a crisis within a particular country. Files include materials generated internally as well as that received from other agencies.

**Disposition:** PERMANENT. Cut off at the end of crisis. Retire to SCI storage at the National Archives when 1 year old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 19                      **Date Edited:** 4/1/1999

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**A-17-005-03a**      **Arms Trade Files**

**Description:** a. Substantive information pertaining to arms trade activities of other countries. Information is arranged geographically and by subject. Files include articles, memorandums, finished products from other agencies and INR generated products and notes relating to arms trade.

**Disposition:** PERMANENT. Cut off and retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 20a                      **Date Edited:** 4/1/1999

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**A-17-005-03b**      **Arms Trade Files**

**Description:** b. Background information on contracts and negotiations on arms trade activities. Files consist primarily of internal and other agency cable traffic.

**Disposition:** TEMPORARY. Destroy when 30 years old.

**DispAuthNo:** N1-059-91-18, item 20b                      **Date Edited:** 4/1/1999

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**A-17-005-04      Operation Staunch Files**

**Description:** Records relating to the program to prevent Iran from purchasing weapons and other military equipment abroad.

**Disposition:** PERMANENT. Retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 21

**Date Edited:** 4/1/1999

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**A-17-005-05      Operation Stigma Files**

**Description:** Records relating to the on-going arms embargo against Iraq in the wake of the invasion of Kuwait in 1990.

**Disposition:** PERMANENT. Store at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 22

**Date Edited:** 4/1/1999

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#### Office of Research

**A-17-006-01 Contract Research Files**

**Description:** Files are arranged by fiscal year and thereunder by contract number. Include all background material leading up to the awarding of the contract and all subsequent documentation relating to the project, e.g. interim reports, correspondence, and final product.

**Disposition:** See sub sections 23a and 23b for specific dispositions.

**DispAuthNo:** N1-059-91-18 **Date Edited:** 7/19/2007

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**A-17-006-01a Contract Research Files**

**Description:** a. Final product and substantive comments thereon.

**Disposition:** PERMANENT. Retire to RSC 10 years after completion of the contract. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 23a **Date Edited:** 7/19/2007

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**A-17-006-01b Contract Research Files**

**Description:** b. Contract requisitions and related papers preliminary to award, administration, receipt, and payment.

**Disposition:** Destroy 3 years after payment.

**DispAuthNo:** N1-059-91-18, item 23b **Date Edited:** 7/19/2007

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**A-17-006-02 Title VIII Grant Program**

**Description:** Federally funded program begun in 1983 for issuing research grants on Soviet and Eastern European topics.

**Disposition:** See sub sections 24a thru 24f for specific dispositions.

**DispAuthNo:** N1-059-91-18 **Date Edited:** 7/23/2007

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**A-17-006-02a Title VIII Grant Program**

**Description:** a. Application Files. Information submitted by applicants for the grant program.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** N1-059-91-18, item 24a **Date Edited:** 7/23/2007

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<b>A-17-006-02b</b>	<b>Title VIII Grant Program</b>
<b>Description:</b>	b. Meeting Reports. Reports of meetings to determine awarding of grants.
<b>Disposition:</b>	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-91-18, item 24b
<b>Date Edited:</b>	7/27/2001
<b>A-17-006-02c</b>	<b>Title VIII Grant Program</b>
<b>Description:</b>	c. Stenographic Records. Transcripts from the Advisory Committee deciding the issuance of grants.
<b>Disposition:</b>	PERMANENT. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-91-18, item 24c
<b>Date Edited:</b>	4/1/1999
<b>A-17-006-02d</b>	<b>Title VIII Grant Program</b>
<b>Description:</b>	d. Correspondence Files. Incoming correspondence from academic institutions and Congressional inquiries requesting information on the grant program and replies thereto.
<b>Disposition:</b>	Destroy when 10 years old.
<b>DispAuthNo:</b>	N1-059-91-18, item 24d
<b>Date Edited:</b>	4/1/1999
<b>A-17-006-02e</b>	<b>Title VIII Grant Program</b>
<b>Description:</b>	e. Budget Files. Background for testimony before Congress, annual reports for renewal of the charter, budget development for each fiscal year, Federal Register announcements, and other material.
<b>Disposition:</b>	Retire to RSC when 10 years old. Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-059-91-18, item 24e
<b>Date Edited:</b>	7/27/2001
<b>A-17-006-02f</b>	<b>Title VIII Grant Program</b>
<b>Description:</b>	f. Grant Administrative Files. Summary file covering all grant recipients for each year and the amount of their award.
<b>Disposition:</b>	Destroy when no longer needed.
<b>DispAuthNo:</b>	N1-059-91-18, item 24f
<b>Date Edited:</b>	4/1/1999

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**A-17-006-03**      **Soviet Interview Project**

**Description:** Research project which entailed interviewing Soviet emigres five years after their departure from the Soviet Union.

**Disposition:** See sub sections 25a and 25b for specific dispositions.

**DispAuthNo:** N1-059-91-18      **Date Edited:** 7/23/2007

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**A-17-006-03a**      **Soviet Interview Project**

**Description:** a. Substantive reports.

**Disposition:** PERMANENT. Retire to RSC 5 years after completion of the project. Transfer to WNRC one year later. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 25a      **Date Edited:** 7/23/2007

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**A-17-006-03b**      **Soviet Interview Project**

**Description:** b. Routine correspondence and progress reports.

**Disposition:** Destroy 2 years after completion of project.

**DispAuthNo:** N1-059-91-18, item 25b      **Date Edited:** 4/20/2010

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**A-17-006-04**      **History of the Office**

**Description:** Background material on the development, organization, and activities of the Office of External Research Programs.

**Disposition:** PERMANENT. Cut off every 10 years and retire to RSC. Transfer to WNRC 1 year later. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 26      **Date Edited:** 7/27/2001

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**A-17-006-05**      **InfoSouth Grant Program**

**Description:** Background material on the grant program used to oversee the operations of the InfoSouth database which identifies all articles and periodicals that are written about Latin America.

**Disposition:** Destroy 5 years after grant program ceases.

**DispAuthNo:** N1-059-91-18, item 27      **Date Edited:** 4/1/1999

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**A-17-006-06 Intelligence Producers Council**

**Description:** Files of the INR representative to the Intelligence Producers Council.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-91-18, item 28 **Date Edited:** 4/1/1999

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**Office of Terrorism and Narcotics Analysis****A-17-007-01 Intelligence Exchange Files**

**Description:** Information arranged by country regarding inter-governmental and inter-agency meetings on matters of interest. Files include notes, agendas, reports, telegrams, briefing papers, memorandums, and other material.

**Disposition:** PERMANENT. Cut off every five years and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-18, item 29 **Date Edited:** 4/1/1999

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**A-17-007-02 [ Redacted ]**

**Description:** [ Redacted ]

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** N1-059-91-18, item 30 **Date Edited:** 9/5/2001

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#### Office of Publications

**A-17-008-01 Morning Summaries**

**Description:** Daily analysis of current intelligence issues and activities that are submitted to the Secretary of State.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 1 **Date Edited:** 4/1/1999

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**A-17-008-02 Morning Briefs**

**Description:** Summary cover sheet generated each morning that highlights recent intelligence activities and issues that have occurred since the previous brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 2 **Date Edited:** 4/1/1999

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**A-17-008-03 Afternoon Briefs**

**Description:** Summary cover sheet generated each afternoon that highlights recent intelligence activities and issues that have occurred since the previous morning brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 3 **Date Edited:** 4/1/1999

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**A-17-008-04 Terrorism Watch Summary**

**Description:** Daily summary of recent terrorist activities researched from press reports, cables, and other agency reports.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 4 **Date Edited:** 4/1/1999

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**A-17-008-05      Narcotics Intelligence Summary**

**Description:** Daily summary of recent narcotics activities researched from press reports, cables, and other agency reports.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 5      **Date Edited:** 4/1/1999

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**A-17-008-06      Morning Selections**

**Description:** Daily report which consists of cover sheet identifying main subjects of intelligence cables received from other agencies. Attached are copies of the cables.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 6      **Date Edited:** 4/1/1999

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**A-17-008-07      Spot Intelligence Reports**

**Description:** Periodic reports prepared on special issues of importance.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-91-10, item 7      **Date Edited:** 4/1/1999

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**A-17-008-08      INR Watch Office Log**

**Description:** Daily log of all significant actions taken by INR Watch Office.

**Disposition:** PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old. (Supersedes N1-059-91-10, item 8)

**DispAuthNo:** N1-059-04-05, item 2      **Date Edited:** 3/29/2012

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**A-17-008-09a      Systems Administrator Management Files**

**Description:** a. Historical Files. Contains background information on previous information systems that were used prior to the current INRISS.

**Disposition:** Destroy when business use ceases. Supersedes GRS 20, item 1c).

**DispAuthNo:** GRS 3.2, item 030      **Date Edited:** 5/21/2015

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<b>A-17-008-09b</b>	<b>Systems Administrator Management Files</b>
<b>Description:</b>	b. Budget Files. Background information on costs associated with implementation of the INRISS.
<b>Disposition:</b>	Destroy when business use ceases. (Supersedes GRS 20, item 1c).
<b>DispAuthNo:</b>	GRS 3.2, item 030
	<b>Date Edited:</b> 5/21/2015

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<b>A-17-008-09c</b>	<b>Systems Administrator Management Files</b>
<b>Description:</b>	c. Directories. Consist of statistics generated by the system regarding available storage and amount of memory used by offices and individuals.
<b>Disposition:</b>	Temporary. Destroy when business use ceases. (Supersedes GRS 20, item 1c).
<b>DispAuthNo:</b>	GRS 3.2, item 030
	<b>Date Edited:</b> 5/21/2015

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<b>A-17-008-09d</b>	<b>Systems Administrator Management Files</b>
<b>Description:</b>	d. Users Files. Administrative information on employees added and deleted from INRISS.
<b>Disposition:</b>	Temporary. Destroy when business use ceases. (Supersedes GRS 20, item 1c).
<b>DispAuthNo:</b>	GRS 3.2, item 030
	<b>Date Edited:</b> 5/21/2015

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<b>A-17-008-10</b>	<b>Intelligence Research Reports (IRR)</b>
<b>Description:</b>	Master set of all Intelligence Reports generated by the Bureau and maintained in a central location.
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.
<b>DispAuthNo:</b>	N1-059-91-08, item 1
	<b>Date Edited:</b> 4/1/1999

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<b>A-17-008-11</b>	<b>Weekend Edition</b>
<b>Description:</b>	An adjunct to the Secretary Morning Summary which elaborates on current intelligence topics. Published bi-weekly and distribution is limited to those receiving the morning summary.
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.
<b>DispAuthNo:</b>	N1-059-91-08, item 2
	<b>Date Edited:</b> 4/1/1999

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**A-17-008-12**      **INR Magazine**

**Description:** Biweekly or monthly office publication containing recent highlights and trends on intelligence issues.

**Disposition:** Destroy when one year old.

**DispAuthNo:** N1-059-91-08, item 4

**Date Edited:** 7/24/2007

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**A-17-008-13**      **Current Economic Reporting System (CR)**

**Description:** This on-line series controls required economic reporting on a post-by-post basis throughout the world. It monitors reporting by matching due dates with submitted reports, and identifying overdue reports. Each report in the system contains a unique CERP number, and the texts of reports are available in the Foreign Affairs Information System (FAIS). Data in the CERP Master includes CERP number, report title, reporting country and post, classification, date due, date received, and identity of end user in the Department.

**Disposition:** Disposable. Destroy when active agency use ceases.

**DispAuthNo:** NC1-059-83-04, item 9

**Date Edited:** 8/17/2007

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**A-17-008-14**      **External Research Master**

**Description:** This series contains an annual inventory for the years 1974-77 of Federal Government supported research projects concerning foreign affairs. Data was accumulated from approximately fifteen agencies, and identifies the project, supporting agency, amount of funding, and the organization or individual conducting the project. Data was used to generate published reports, sorted by region.

**Disposition:** Disposable. Destroy when active agency use ceases.

**DispAuthNo:** NC1-059-83-04, item 40

**Date Edited:** 8/17/2007

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**A-17-008-15**      **INR Brief**

**Description:** Intelligence publication on one particular issue or subject.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old (i.e., in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.

**DispAuthNo:** N1-059-91-08, item 3

**Date Edited:** 4/1/1999

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#### Office of Intelligence Liaison

**A-17-009-01**      **Program Files**

**Description:** Information documenting policies, procedures and programs on sensitive intelligence activities of the Department and interaction with the other intelligence agencies. Includes information on reconnaissance, narcotics, terrorism, counter-terrorism, surveillance, congressional committee files, etc. Officers working files that are not duplicated in the program files should be retired with the Program files.

**Disposition:** See sub sections 01a and 01b for specific dispositions.

**DispAuthNo:** N1-059-93-42

**Date Edited:** 7/25/2007

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**A-17-009-01a**      **Program Files**

**Description:** a. Codeword Material.

**Disposition:** PERMANENT. Cut off when 1 year old. Retire when 5 years old to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old in 5 year blocks.

**DispAuthNo:** N1-059-93-42, item 1a

**Date Edited:** 7/25/2007

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**A-17-009-01b**      **Program Files**

**Description:** b. Non-codeword Material

**Disposition:** PERMANENT. Cut off when 1 year old. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

**DispAuthNo:** N1-059-93-42, item 1b

**Date Edited:** 7/25/2007

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**A-17-009-02**      **Briefing Books**

**Description:** Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

**Disposition:** See sub sections 02a and 02b for specific dispositions.

**DispAuthNo:** N1-059-93-42

**Date Edited:** 7/30/2007

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<b>A-17-009-02a</b>	<b>Briefing Books</b>		
<b>Description:</b>	a. Codeword Material		
<b>Disposition:</b>	PERMANENT. Retire when 5 years old to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old in 5 year blocks.		
<b>DispAuthNo:</b>	N1-059-93-42, item 2a	<b>Date Edited:</b>	7/30/2007

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<b>A-17-009-02b</b>	<b>Briefing Books</b>		
<b>Description:</b>	b. Non-codeword Material		
<b>Disposition:</b>	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.		
<b>DispAuthNo:</b>	N1-059-93-42, item 2b	<b>Date Edited:</b>	7/30/2007

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<b>A-17-009-03</b>	<b>Chronological Files</b>		
<b>Description:</b>	Copies of outgoing and some incoming documents arranged in chronological order containing codeword material.		
<b>Disposition:</b>	PERMANENT. Retire when 1 year old to SCI facility at the National Archives. Transfer to the National Archives when 30 years old.		
<b>DispAuthNo:</b>	N1-059-93-42, item 3	<b>Date Edited:</b>	7/27/2001

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<b>A-17-009-04</b>	<b>Historical Files</b>		
<b>Description:</b>	Special record collections of various interests to the office on incidents, events, relations with other agencies, countries, committees, etc. Contains memorandums, notes, cables, legislation, correspondence, briefing books, back channel traffic, summaries of inter-office/interagency meetings, etc.		
<b>Disposition:</b>	See sub sections 04a and 04b for specific dispositions.		
<b>DispAuthNo:</b>	N1-059-93-42	<b>Date Edited:</b>	7/30/2007

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<b>A-17-009-04a</b>	<b>Historical Files</b>		
<b>Description:</b>	a. Codeword Material.		
<b>Disposition:</b>	PERMANENT. Retire when 10 years old or sooner to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old.		
<b>DispAuthNo:</b>	N1-059-93-42, item 4a	<b>Date Edited:</b>	7/30/2007

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<b>A-17-009-04b</b>	<b>Historical Files</b>
<b>Description:</b>	b. Non-codeword Material.
<b>Disposition:</b>	PERMANENT. Retire when 10 years old or sooner to RSC. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 4b
<b>Date Edited:</b>	7/30/2007
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<b>A-17-009-05</b>	<b>ROGER Channel</b>
<b>Description:</b>	Arranged primarily by country but includes broadly addressed outgoing telegrams. Master set of all cable traffic to and from posts with restricted distribution covering sensitive intelligence issues. Records also include files on the history and use of the ROGER Channel.
<b>Disposition:</b>	PERMANENT. Retire master set when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 5
<b>Date Edited:</b>	3/30/2001
<hr/>	
<b>A-17-009-06</b>	<b>Lunch Memorandums</b>
<b>Description:</b>	Memorandums summarizing weekly working lunches between the Department of State and CIA.
<b>Disposition:</b>	PERMANENT. Cut off files when 1 year old. Retire when 3 years old to SCI storage facility at the National Archives. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 6
<b>Date Edited:</b>	3/30/2001
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<b>A-17-009-07</b>	<b>[ Redacted ] Program files</b>
<b>Description:</b>	Subject Files on the coordination [ Redacted ]. Includes initiates, conferences, evaluations, funding, etc.
<b>Disposition:</b>	PERMANENT. Cut off files when 1 year old. Retire when 5 years old to the RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 7
<b>Date Edited:</b>	7/27/2001
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<b>A-17-009-08a</b>	<b>[ Redacted ] Files</b>
<b>Description:</b>	a. Program Files [ Redacted ].
<b>Disposition:</b>	PERMANENT. Cut off files when 1 year old. [ Redacted ] Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 8a
<b>Date Edited:</b>	7/27/2001
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**A-17-009-08e**      **[ Redacted ] Files**

**Description:** e. [ Redacted ] Notebooks. [ Redacted ] some with background information, arranged in notebooks by name of country.

**Disposition:** PERMANENT. Retire when 10 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-93-42, item 8e      **Date Edited:** 7/27/2001

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**A-17-009-09**      **Congressional Liaison Files**

**Description:** Arranged either chronologically by Congressional Hearings or by subject. Contains briefing books, budget reviews, calendars, CIA statements, quarterly reviews, etc.

**Disposition:** PERMANENT. Cut off when 1 year old. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-93-42, item 9      **Date Edited:** 3/30/2001

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**A-17-009-10**      **INR Analysis**

**Description:** Arranged chronologically. Reports prepared for House and Senate committees. The reports examine major foreign policy issues using all available intelligence information.

**Disposition:** PERMANENT. Retire when 10 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-93-42, item 10      **Date Edited:** 7/27/2001

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**A-17-009-11**      **[ Redacted ]**

**Description:** Printed copy of the electronic log for [Redacted ] material identifying date, subject [ Redacted ].

**Disposition:** PERMANENT. Cut off when 1 years old. Retire when 20 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-93-42, item 11      **Date Edited:** 5/7/2001

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**A-17-009-12**      **Defense Attaché System Files**

**Description:** Information on the placement and arrangements for military personnel overseas. Arranged alphabetically by country and cut off when 1 year old. Contains cables, memorandums, and correspondence with DOD.

**Disposition:** See sub sections 12a and 12b for specific dispositions.

**DispAuthNo:** N1-059-93-42      **Date Edited:** 7/30/2007

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<b>A-17-009-12a</b>	<b>Defense Attaché System Files</b>
<b>Description:</b>	a. Codeword Material
<b>Disposition:</b>	PERMANENT. Retire when 5 years old to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 12a
<b>Date Edited:</b>	7/30/2007
<b>A-17-009-12b</b>	<b>Defense Attaché System Files</b>
<b>Description:</b>	b. Non-codeword Material.
<b>Disposition:</b>	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 12b
<b>Date Edited:</b>	7/27/2001
<b>A-17-009-13</b>	<b>Concurrence Files</b>
<b>Description:</b>	Information [ Redacted ] arranged by posts. Contains memorandums, cables, reports, etc.
<b>Disposition:</b>	PERMANENT. Cut off files when 2 years old. Retire when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 13
<b>Date Edited:</b>	5/7/2001
<b>A-17-009-14</b>	<b>Discovery Files</b>
<b>Description:</b>	Information requested for litigation hearings and congressional committee requests. Contains all documentation that was generated on specific issues, events, or people.
<b>Disposition:</b>	PERMANENT. Retire when 5 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-93-42, item 14
<b>Date Edited:</b>	4/1/1999
<b>A-17-009-15</b>	<b>Reference Material</b>
<b>Description:</b>	Extra copies of publications, reports, and other material collected and used strictly as reference or research tools. This item does not cover any documentation created by or for INR/IL in carrying out its program responsibilities.
<b>Disposition:</b>	Destroy when superseded or no longer needed.
<b>DispAuthNo:</b>	Non-Record
<b>Date Edited:</b>	4/1/1999

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#### A-17-009-16 Interagency Agreement Files

**Description:** Information leading up to final agreements reached among the intelligence agencies [ Redacted ]. Includes Memorandums of Understandings, general correspondence, etc.

**Disposition:** PERMANENT. Block annually. Retire all superseded agreements and background material to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-92-09, item 1 **Date Edited:** 7/27/2001

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#### A-17-009-17 Subject Files

**Description:** Consist of cables and memorandums [ Redacted ] .

**Disposition:** PERMANENT. Block annually. Retire to SCI storage at the National Archives when 3 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-059-92-09, item 2 **Date Edited:** 7/27/2001

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#### A-17-009-18 Roger Channel - Administrative Chronological Files

**Description:** Chronological files pertaining to administrative actions taken [ Redacted ].

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-059-92-09, item 3 **Date Edited:** 7/27/2001

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#### A-17-009-19 [ Redacted ] Files

**Description:** Cables, memorandums and other correspondence [ Redacted ].

**Disposition:** Upon separation or departure of employee, transfer to inactive file and destroy when one year old.

**DispAuthNo:** N1-059-92-09, item 4 **Date Edited:** 7/27/2001

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#### A-17-009-20 Personnel Card File

**Description:** Pertinent information obtained from the inactive personnel files prior to their destruction.

**Disposition:** Destroy 10 years after last activity of the employee.

**DispAuthNo:** N1-059-92-09, item 5 **Date Edited:** 4/1/1999

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<b>A-17-009-21</b>	<b>[ Redacted ]</b>
<b>Description:</b>	[ Redacted ]
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-059-92-09, item 6
<b>Date Edited:</b>	5/7/2001
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<b>A-17-009-22</b>	<b>Country Files</b>
<b>Description:</b>	Information on administrative issues arranged by post. Contains cables.
<b>Disposition:</b>	Review the information annually and destroy when no longer needed.
<b>DispAuthNo:</b>	N1-059-92-09, item 7
<b>Date Edited:</b>	4/1/1999
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<b>A-17-009-23</b>	<b>Program Files</b>
<b>Description:</b>	Information arranged by subjects and countries on INR/IL/RD's coordination of posts reporting on three programs: (1) Country Director Evaluation, (2) Post Reporting Plan, and (3) Schedule Program Reports. Information consists of the office contacting posts to submit certain reports and then coordination of the appropriate INR's clearances on these reports. Consists mainly of cable traffic.
<b>Disposition:</b>	PERMANENT. Block annually. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-059-95-09, item 1
<b>Date Edited:</b>	4/1/1999
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<b>A-17-009-24</b>	<b>Chronological Files</b>
<b>Description:</b>	Duplicate copies of outgoing correspondence such as telegrams, memorandums, letters, maintained in chronological order and used for reference purposes.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-059-95-09, item 2
<b>Date Edited:</b>	4/1/1999
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<b>A-17-009-25</b>	<b>Research Review Clearance Files</b>
<b>Description:</b>	Information documenting the policies and procedures of the Research Council which determines which research projects will be conducted by outside contractors. The Department grants final approval on each project.
<b>Disposition:</b>	Block annually. Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-059-95-09, item 3
<b>Date Edited:</b>	4/1/1999
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**A-17-009-26      Research Review Files**

**Description:** Requests from other intelligence agencies for Department of State clearance on proposals for research projects and clearance for outside contractors to perform the projects. Files are arranged by project and include incoming requests and Department of State response.

**Disposition:** Block annually. Destroy when 5 years old.

**DispAuthNo:** N1-059-93-13, item 1

**Date Edited:** 4/1/1999

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#### Office of the Executive Director

<b>A-17-010-01</b>	<b>INR Information Support System (INRISS)</b>
<b>Description:</b>	The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System SAS.
<b>Disposition:</b>	See sub sections 01a thru 01d
<b>DispAuthNo:</b>	N1-059-94-13
	<b>Date Edited:</b> 8/9/2007
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<b>A-17-010-01a(1)</b>	<b>INR Information Support System (INRISS)</b>
<b>Description:</b>	a. Public Databases.  (1) Collateral
<b>Disposition:</b>	Destroy when no longer needed.
<b>DispAuthNo:</b>	N1-059-94-13, item 1a(1)
	<b>Date Edited:</b> 4/1/1999
<hr/>	
<b>A-17-010-01a(2)</b>	<b>INR Information Support System (INRISS)</b>
<b>Description:</b>	a. Public Databases.  (2) State
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.
<b>DispAuthNo:</b>	N1-059-94-13, item 1a(2)
	<b>Date Edited:</b> 4/1/1999
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<b>A-17-010-01a(3)</b>	<b>INR Information Support System (INRISS)</b>
<b>Description:</b>	a. Public Databases.  (3) SCI
<b>Disposition:</b>	PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.
<b>DispAuthNo:</b>	N1-059-94-13, item 1a(3)
	<b>Date Edited:</b> 4/1/1999
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**A-17-010-01a(4)      INR Information Support System (INRISS)**

**Description:** a. Public Databases.

(4) FBIS

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-94-13, item 1a(4)

**Date Edited:** 4/1/1999

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**A-17-010-01a(5)      INR Information Support System (INRISS)**

**Description:** a. Public Databases.

(5) News

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-059-94-13, item 1a(5)

**Date Edited:** 4/1/1999

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**A-17-010-01b(1)      INR Information Support System (INRISS)**

**Description:** b. Non-public Databases.

(1) CLO

**Disposition:** PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

**DispAuthNo:** N1-059-94-13, item 1b(1)

**Date Edited:** 4/1/1999

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**A-17-010-01b(2)      INR Information Support System (INRISS)**

**Description:** b. Non-public Databases.

(2) SPE

**Disposition:** PERMANENT. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

**DispAuthNo:** N1-059-94-13, item 1b(2)

**Date Edited:** 4/1/1999

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## U.S. Department of State Records Schedule

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### *Chapter 17: Intelligence and Research*

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**A-17-010-01c**                      **INR Information Support System (INRISS)**

**Description:**            c. Profiles

**Disposition:**            Destroy when no longer needed.

**DispAuthNo:**            N1-059-94-13, item 1c                                      **Date Edited:**            4/1/1999

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**A-17-010-01d**                      **INR Information Support System (INRISS)**

**Description:**            d. Message, telegram and report documentation. Documentation includes, but is not limited to, the user manuals, systems descriptions, baseline requirements reports, reports, the record layout/file structure and codes for any fielded data element within a record or its envelope. When available, the documentation for each separate file will include any additional information about the content and organization of the file and/or context in which the messages were collected within the physical file.

**Disposition:**            PERMANENT. Transfer a copy of the systems documentation to the National Archives with the records described in Items 1(a)(2), 1(a)(3), 1(b)(1), and 1(b)(2). Transfer any updates to the documentation with subsequent transfers of records.

**DispAuthNo:**            N1-059-94-13, item 1d                                      **Date Edited:**            4/1/1999

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### **Office of Intelligence Coordination**

**A-17-012-19a(3)**                      **FOIA Request File.**

**Description:**            Denying access to all or part of the records requested.  
  
Request not appealed.

**Disposition:**            Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use. (Supersedes GRS 14, item 11a(3)(a))

**DispAuthNo:**            GRS 4.2, Item 020    **Date Edited:**            3/9/2017

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