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Chapter 32: International Narcotics and Law Enforcement Affairs

General**A-32-001-01 International Narcotics Control Policy File**

Description: The single, central, official subject file of the Bureau for International Narcotics and Law Enforcement Affairs. (This series excludes administrative, chronological, individual working, information, personal, or reference files). Records consist of: airgrams, congressionals, correspondence, diplomatic notes, directives, manuals, memorandums of conversations, plans, reports and telegrams. The series documents the administration, executive direction, management, policy making, procedures, development, implementation, and participation in international narcotic control program which relate to the international narcotic program of the Department of State. Topics covered include:

- Implementation of and advice on Narcotics Affairs Sections (NAS);
- Guidance to chiefs of missions and direction to NAS coordinators at posts abroad on NAS matters;
- Communications with foreign governments (including the negotiations, conclusion, and termination of agreements) relating to NAS programs;
- Development, implementation, coordination, and supervision, of NAS assistance activities;
- Inter-governmental proceeding on NAS activities;
- UN Commission on Narcotic Drugs and other international meetings and conferences on drugs, narcotics, and psychotropic substances.
- NAS policies and programs of U.S. Agencies.

Disposition: PERMANENT. Break file annually. Retire to RSC after 3 years for transfer to WNRC when 5 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-059-88-17, item 1 **Date Edited:** 4/1/1999

A-32-001-02a Briefing Materials File

Description: a. Briefing Materials on International Narcotics Control - Documents used in the formulation of policy, procedures, guidelines or other instructional materials.

Disposition: Permanent. File documents with Policy and Procedures File as identified in item 1 for permanent retention.

DispAuthNo: N1-059-88-17, item 2a **Date Edited:** 4/1/1999

A-32-001-02b Briefing Materials File

Description: b. Other records.

Disposition: Destroy when obsolete, superseded, or no longer needed for current program operations.

DispAuthNo: N1-059-88-17, item 2b **Date Edited:** 4/1/1999

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A-32-001-03a Procurement File - Project Authorizations/Commodities Contract File

Description: File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer and award solicitation, Monthly Pipeline Status Reports, INM embassy funding documents, award and contracts, commodities procurement as they relate to narcotics, and other related documents.

a. Commodities and Technical Services Contracts

(1) Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Transfer to RSC after 3 years. RSC destroys 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 5/21/2015

A-32-001-03b Procurement File - Project Authorizations/Commodities Contract File

Description: File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer and award solicitation, Monthly Pipeline Status Reports, INM embassy funding documents, award and contracts, commodities procurement as they relate to narcotics, and other related documents.

b. Professional Services Contracts - Contract (extra copies of only), general correspondence, vouchers, contractor's monthly reports, security clearances, and other related documents.

Disposition: Temporary. Transfer to RSC after 3 years. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 6/3/2015

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A-32-001-03c	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. a. Original Contracts Transactions that utilize small purchase procedures and construction contracts under \$2,000.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[2][b]).
DispAuthNo:	GRS 1.1, item 010 Date Edited: 6/3/2015

A-32-001-03d	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. b. Other copies.
Disposition:	Temporary. Destroy when business use ceases. (Supersedes GRS 3, item 3c).
DispAuthNo:	GRS 1.1, item 011 Date Edited: 6/3/2015

A-32-001-04a	Solicited and Unsolicited Bids and Proposals File
Description:	a. Successful bids and proposals.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5a).
DispAuthNo:	GRS 1.1, item 010 Date Edited: 6/3/2015

A-32-001-04b(1)	Solicited and Unsolicited Bids and Proposals File
Description:	b. Solicited and unsolicited unsuccessful bids and proposals. (1) When filed separately from contract case file.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 5b[2][a]).
DispAuthNo:	GRS 1.1, item 010 Date Edited: 6/3/2015

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A-32-001-04b(2)	Solicited and Unsolicited Bids and Proposals File
Description:	b. Solicited and unsolicited unsuccessful bids and proposals. (2) When filed with contract case file.
Disposition:	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 5b(2)(b))
DispAuthNo:	GRS 1.1, Item 010
	Date Edited: 3/9/2017

A-32-001-05	Country File
Description:	Consists of telegrams, airgrams; memorandums; correspondence; reports; statistics; studies; surveys; and other documentation of bureau participation in international narcotic control programs and projects, in a specific country, conducted by INL. Includes material on the policies, plans and procedures of country programs and projects; interagency, inter governmental and inter organizational liaison in program/project development and implementation; and duplicate copies of program agreements and contracts for commodities and services for program/project support. Original contracts are identified in items A-32-001-03 and A-32-001-04.
Disposition:	Permanent. Block annually. Screen files and destroy duplicate information. Retire to RSC when 3 years old. RSC transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.
DispAuthNo:	N1-059-88-17, item 5
	Date Edited: 4/1/1999

A-32-001-06	International Meetings File
Description:	File consists of documents relating to international meetings and conferences on drugs, narcotics and psychotropic substances and related information of the United Nations Drug Agencies.
Disposition:	Retire to RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	N1-059-88-17, item 6
	Date Edited: 4/1/1999

A-32-001-07	U.N. Commission File
Description:	U.N. Commission on Narcotic Drugs File consists of DOS and duplicate copies of U. N. documents concerning drug abuse control, narcotics, conferences and meetings and other related documents.
Disposition:	Retire to RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	N1-059-88-17, item 7
	Date Edited: 4/1/1999

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A-32-001-08 **Aviation File**

Description: File consists of documents relating to: Administration, (budget and personnel), aircraft data, aircraft utilization, air wing, aviation advisors, countries, environment, herbicides, maintenance advisors and mechanics, other agencies, pilots, procurement actions, production estimates, public diplomacy, rapid development force, special projects, talking papers, etc.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-059-88-17, item 8

Date Edited: 4/1/1999

A-32-001-09 **Inter-Agency Agreement Files**

Description: Records related to the coordination, implementation, execution, monitoring, and completion of Inter-Agency Agreements (IAAs), Period of Performance Extensions and Funding Reprogramming requests with other U.S. Government agencies. Original IAAs are filed by the fiscal year in which an agreement is signed and therein by agency. These files include, but are not limited to, program descriptions, budgetary documents, contracts, progress reports and correspondence.

EXCLUDES: Policy records (NOT authorized for disposal) documenting the legal establishment, goals, objectives, development, implementation, modification, and termination of agency grant and cooperative agreement programs and records related to transactions stemming from activities of agency grant and cooperative agreement programs.

Disposition: Temporary. Cut off file when IAA is closed out or at the end of the final extension period; whichever is later. Destroy 5 years after cut off.

DispAuthNo: GRS 1.2, item 010

Date Edited: 1/28/2015

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Office of Iraq Programs (INL/I)

A-32-002-01 Office Program Files (Closed Series)

Description: Files contain substantive information relating to the activities of the office director and deputy director in directing and carrying out the policy, program functions and responsibilities of the Office. These files include, but are not limited to, planning documentation; policy files; meeting and briefing materials; activity reports; position papers; talking points; program reviews; and other material related to the Office of Iraq Programs.

Disposition: PERMANENT. Cut off at the close of the Office. Transfer to RSC immediately after cutoff. Transfer to the National Archives 25 year(s) after cutoff.

DispAuthNo: DAA-0059-2013-0003-0001 **Date Edited:** 9/18/2014

A-32-002-02 Inspection/Audit Files (Closed Series)

Description: Copies of OIG, GAO and other auditing agency inspection and audit reports; related correspondence; documentation relating to tasking actions involving auditing report recommendations; and reports of coordinating actions and responses to the auditing recommendations.

Disposition: TEMPORARY. Destroy 5 years after action is closed by the OIG, GAO or other auditing agency, or when no longer needed for current operations, whichever is later.

DispAuthNo: DAA-0059-2013-0003-0002 **Date Edited:** 9/18/2014

A-32-002-03 Rule of Law Program Files (Closed Series)

Description: Records relating to Rule of Law program functions. These files include, but are not limited to, policy; plans and strategic plans; briefing materials; and other program level documentation pertaining to the Rule of Law program.

Disposition: PERMANENT. Cut off annually. Transfer to RSC when 5 years old or sooner if no longer needed. Transfer to the National Archives 25 Year(s) after cutoff.

DispAuthNo: DAA-0059-2013-0003-0003 **Date Edited:** 9/18/2014

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A-32-002-04 Rule of Law Project Files (Closed Series)

Description: Records relating to Rule of Law project activities, such as law enforcement, police training (after June 1, 2013), counternarcotics initiatives, anticorruption initiatives, court administration, justice development, civilian corrections, corrections reform, justice institutions, and judicial affairs. These files include, but are not limited to, working plans; interagency, implementation, and regional agreements; project reviews and sustainability reports; correspondence; contract and grant documentation, including notices, awards and deliverables; informational and educational materials, including training material; background material and other documentation pertaining to Rule of Law projects and related activities.

Disposition: TEMPORARY. Cut off at the end of activity, contract or grant. Destroy 7 year(s) after the end of the activity.

DispAuthNo: DAA-0059-2013-0003-0004 **Date Edited:** 9/18/2014

A-32-002-05 Iraq Police Development Program Files (Closed Series)

Description: Records relating to Police Programs in Iraq. These files include, but are not limited to, plans; program development material and scenario reports; briefing materials; program reviews; and other program level documentation and background material pertaining to Police Development in Iraq, including the Iraq Police Development Program.

Disposition: PERMANENT. Cut off at the end of the Police Development Program. Transfer to RSC immediately after cut off. Transfer to the National Archives 25 year(s) after cutoff.

DispAuthNo: DAA-0059-2013-0003-0005 **Date Edited:** 9/18/2014

A-32-002-06 Iraq Police Development Project Files (Closed Series)

Description: Records relating to the project activities of Police Programs in Iraq. These files include, but are not limited to, interagency and regional agreements; contract documentation and deliverables, such as presentations, curricula, training and activity reports; correspondence; background material; and other documentation pertaining to project activities and other day-to-day operations regarding Police Development in Iraq, including the Iraq Police Development Program.

Disposition: PERMANENT. Cut off at end of the Police Development Program. Transfer to RSC immediately after cut off. Transfer to the National Archives 25 year(s) after cutoff.

DispAuthNo: DAA-0059-2013-0003-0006 **Date Edited:** 9/18/2014

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A-32-002-07 Administrative Records Maintained in any Agency Office

Description: Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:

- staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)
- office-level administrative policies and procedures and files related to their development (see Note 1)
- calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)
- informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)
- internal office activity and workload reports
- studies and analyses of office administrative functions and activities
- non-mission related management reviews and surveys
- minutes of meetings related to administrative activities

Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 23, item 1)

DispAuthNo: DAA-GRS-2016-0016-0001 (G **Date Edited:** 9/21/2017

A-32-002-08 Requests for Information

Description: Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

Disposition: Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use. (Supersedes GRS 23, item 7)

DispAuthNo: GRS 4.2, Item 010 **Date Edited:** 3/9/2017

A-32-002-09 Budget Estimates and Justifications

Description: Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.

Disposition: TEMPORARY: Destroy 3 years after close of fiscal year covered.

DispAuthNo: NC1-059-77-26, item 9 **Date Edited:** 5/7/2013

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A-32-002-10 Budget Preparation Background Records

Description: Records held at all other offices. Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.

Disposition: Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use. (Supersedes GRS 5, item 2)

DispAuthNo: DAA-GRS-2015-0006-0006 (G **Date Edited:** 1/18/2018

A-32-002-11 Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment

Description: Original Contracts. Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 3, item 3a(1)(a))

DispAuthNo: GRS 1.1, Item 010 **Date Edited:** 3/9/2017

A-32-002-12 Budget Reports

Description: Full fiscal-year reports. Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.

Disposition: Temporary. Destroy when 5 years old, but longer retention is authorized if required for business use. (Supersedes GRS 5, item 3a)

DispAuthNo: DAA-GRS-2015-0006-0003 (G **Date Edited:** 1/18/2018

A-32-002-13 Budget Reports

Description: All other reports. Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 5, item 3b)

DispAuthNo: DAA-GRS-2015-0006-0004 (G **Date Edited:** 1/18/2018

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A-32-002-14 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G **Date Edited:** 9/1/2017)

A-32-002-15 Employee Management Administrative Records

Description: Personnel Operations Statistical Reports

Records on routine office program support, administration, and human resources operations. Includes:

- reports, including annual reports to the Department of State concerning the number of official passports issued and related matters
- reports from subordinate units regarding statistics and other reporting measures
- general correspondence with internal agency offices and with OPM
- general correspondence with travelers regarding official passport application procedures and documentation requirements
- statistics, including lists of official passport holders and staffing patterns

Exclusion: Agency reports received by the Department of State document the Department's mission and must be scheduled by the Department.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 1, item 3 and GRS 1, item 16)

DispAuthNo: DAA-GRS-2017-0007-0001 (G **Date Edited:** 10/4/2017)

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INL Consolidated Schedules (2012 - Present)

A-32-003-01 Deputy Assistant Secretary Files

Description: Records documenting the activities of the Principal Deputy Assistant Secretary and Deputy Assistant Secretaries (DASs) for the Bureau of International Narcotics and Law Enforcement in the directing and carrying out of their duties, including relevant documentation facilitated by staff assistants, senior advisors, etc. These files include all correspondence; memoranda; reports and intelligence reports; policy; position and decision papers; diplomatic notes; notes, including meeting notes and handwritten notes; speeches and testimonies; statements; Congressionals; press-releases; briefing materials; background and fact sheets, daily and/or weekly activity records, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of the DASs while serving in the official capacity.

Disposition: Permanent. Cut off at the end of the incumbent's tenure in position. Retire to the Records Service Center after cut off. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: DAA-0059-2015-0010-0001 **Date Edited:** 6/20/2019

A-32-003-02 Program Files

Description: Records related to Department and INL initiatives to counter crime with impact on U.S. interests and minimize its adverse effects on US citizens. These files include policy; plans and strategic plans; briefing and testimony materials; Questions for the Record; action memos; position papers; program reviews and other reports, including relevant statistics, studies, and surveys; factsheets; and all other substantive correspondence and other documentation related to the directing and carrying out of policy, program functions and responsibilities in INL. This item applies to all program files within INL offices and their future equivalents: Front Office, Office of Anticrime, Criminal Justice Assistance and Partnership, Office of Policy and Planning, Resource Management, Office of Audit Oversight, and Office of Aviations. It also applies to the geographic offices, specifically the Office of Western Hemisphere Programs, Office of Afghanistan and Pakistan Programs, Office of Africa and Middle East Programs, Office of Europe and Asia Programs.

Disposition: Permanent. Cut off when 10 years old; or when no longer needed for reference, whichever occurs first. Retire to the RSC upon cut off. Transfer to the National Archives when 25 years old.

DispAuthNo: DAA-0059-2015-0010-0002 **Date Edited:** 6/20/2019

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A-32-003-03 Project Files

Description: Records documenting the projects and activities of the various offices within INL. These files include, but are not limited to, work plans; copies of interagency, implementation, and regional agreements; memorandums of understanding; decisional documentation on the administration of the projects; funding and budgetary information; working group papers; informational and educational material; partnership event and outreach material; presentations; assessment reports; desk reviews and studies; trip views and site visit reports; copies of contract documentation; cables; and correspondence related to the projects. This item applies to all project files within INL offices and their future equivalents: Office of Anticrime, Criminal Justice Assistance and Partnership, Office of Policy and Planning, Resource Management, and Office of Aviations. It also applies to the geographic offices, specifically the Office of Western Hemisphere Programs, Office of Afghanistan and Pakistan Programs, Office of Africa and Middle East Programs, Office of Europe and Asia Programs. This item does not include those projects that are deemed significant due to departmental, Congressional, and/or public interest.

Disposition: Temporary. Cut off at the end of the activity, contract or grant. Retire to the RSC upon cut off. Destroy 25 years after cutoff.

DispAuthNo: DAA-0059-2015-0010-0003 **Date Edited:** 6/20/2019

A-32-003-04 Special Project Files

Description: Records relating to the projects and activities that received significant Presidential, Congressional, Departmental, or public attention. This item applies to all project files within INL offices and their future equivalents: Office of Anti-crime, Criminal Justice Assistance and Partnership, Office of Policy and Planning, Resource Management, and Office of Aviations. It also applies to the geographic offices, specifically the Office of Western Hemisphere Programs, Office of Afghanistan and Pakistan Programs, Office of Africa and Middle East Programs, Office of Europe and Asia Programs.

Disposition: Permanent. Cut off at the end of the activity, contract or grant. Retire to the RSC upon cut off. Transfer to the National Archives 25 years after cutoff.

DispAuthNo: DAA-0059-2015-0010-0004 **Date Edited:** 6/20/2019

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A-32-003-05 Working Files

Description: These files include drafts of correspondence, memoranda, reports and intelligence reports, policy, position and decision papers, diplomatic notes, speeches and testimonies, statements, Congressionals, press-releases, briefing materials, background and fact sheets, excluding drafts with substantive edits or annotations that are to be incorporated into the appropriate Program File. These files also include reference materials, as well as press clippings, external reports and publications that did not influence the mission or policy of the Bureau, and extra copies of correspondence.

Disposition: Temporary. Cut off at the end of fiscal year. Destroy when no longer needed for agency business.

DispAuthNo: DAA-0059-2015-0010-0005 **Date Edited:** 6/20/2019

A-32-003-06 Inspection/Audit Reference Files

Description: Copies of OIG, GAO, AOS and other auditing agency inspections and audit reports; related correspondence; documentation relating to tasking actions involving auditing report recommendations; and reports of coordinating action and responses to the auditing recommendations.

Disposition: Temporary. Destroy when no longer needed for agency business.

DispAuthNo: DAA-0059-2015-0010-0006 **Date Edited:** 6/20/2019

A-32-003-07 Criminal Justice Assistance and Partnership (INL/CAP) Training Files

Description: Educational material, including presentations, lesson plans, rosters, curricula, and activity reports; training material and reference guidance on history and culture, human rights, legal issues, law enforcement, skills training and other specialized training.

Disposition: Temporary. Cut off at the end of the activity, contract or grant. Retire to the RSC upon cut off. Destroy 10 years after cutoff.

DispAuthNo: DAA-0059-2015-0010-0007 **Date Edited:** 6/20/2019

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A-32-003-08	Policy, Planning and Coordination (INL/PC) Public Affairs Public Diplomacy Files
Description:	Records relating to the routine projects and activities of the public affairs and public diplomacy functions of the Office of Policy, Planning and Coordination (INL/PC), generally generated by INL/PC. These files include, but are not limited to, press strategy and guidance; talking points developed for spokespeople; interview packages, including approvals and quotes for attribution; contact lists of reporters; public calendars; newsletters; website material; media notes and press releases generally generated by INL/PC; and press interview documentation.
Disposition:	Temporary. Cut off at the end of the activity, contract or grant. Retire to the RSC upon cut off. Destroy 5 years after cutoff.
DispAuthNo:	DAA-0059-2015-0010-0008 Date Edited: 8/5/2019
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A-32-003-09	Office of Resource Management (INL/RM) Letters of Agreement
Description:	Non-recordkeeping versions of agreements in cases where the original is filed with the Office of Treaty Affairs.
Disposition:	Temporary. Transfer original agreements to the Office of Treaty Affairs when no longer needed for agency business. Destroy all other copies when no longer needed for agency business and official version is verified to have been filed with the Office of Treaty Affairs.
DispAuthNo:	DAA-0059-2015-0010-0009 Date Edited: 6/20/2019
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A-32-003-10	Office of Resource Management (INL/RM) Audit and Oversight Engagement Files
Description:	Records relating to the inspections, audits and assessments conducted by INL on its activities, programs and functions. These files include but are not limited to notifications; meetings; requests for information; program reviews; draft reports and recommendations; final reports; and all substantive correspondence and other documentation related to the audit and oversight of INL.
Disposition:	Temporary. Destroy when 10 years old, or when no longer needed for agency business, whichever is later.
DispAuthNo:	DAA-0059-2015-0010-0010 Date Edited: 6/20/2019
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A-32-003-11 INL Aviation Management System

Description: All systems and records used for fleet management purposes including the interchange of aviation parts, service and information used by the Office of Aviation (INL/A) to capture and validate data for INL/A missions. The systems centralize the tools necessary for creating reports and tracking aircraft refurbishment, controlling the acquisition and distribution of materials, managing maintenance service personnel information and labor information, tracking training requirements associated with maintenance actions, and provides asset management (property book) of government property.

Disposition: Temporary. Cut off at the end of the calendar year in which event occurred. Destroy/Delete 25 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2015-0010-0011 **Date Edited:** 6/20/2019
