
U.S. Department of State Records Schedule

Chapter 01: Historical - Foreign Policy and Relations Records

Principal Officers

B-01-001-01 **Principal Officer Program Files**

Description: Arranged by subject. Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained by or for the direct use of principal officers at each post.

Includes files of all Principal Officers and Acting Ambassadors, Charges dAffaires, Charges dAffaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

Note: NODIS and EXDIS - Refer to 5 FAH-4, H-314.7-2

Disposition: Permanent: Cut off at the end of incumbent tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 1).

DispAuthNo: DAA-0084-2015-0001-0005 **Date Edited:** 8/17/2017

B-01-001-02 **Chronological Files**

Description: Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained for the direct use of principal officers at each post.

Includes files of all Principal Officers and Acting Ambassadors, Charges dAffaires, Charges dAffaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

Disposition: Permanent: Cut off at end of the incumbent tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 2).

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Deputy Principal Officers

B-01-002-01 Deputy Principal Officer Program Files

Description: Arranged by subject. Consists of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained by or for the direct use of deputy principal officers at each post.

Includes files of all Deputy Chiefs of Mission and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

Disposition: Permanent: Cut off at the end of incumbent tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 3).

DispAuthNo: DAA-0084-2015-0001-0007 **Date Edited:** 11/23/2017

B-01-002-02 Chronological Files

Description: Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained for the direct use of deputy principal officers at each post.

Includes files of all Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

Disposition: Permanent: Cut off at the end of the incumbent tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 4).

DispAuthNo: DAA-0084-2015-0001-0008 **Date Edited:** 8/17/2017

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Political Section

B-01-003-01a **Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

Note: The disposition instructions apply to all Department of State areas at post associated with the Political or Economic Section. For example: commercial, labor, military, narcotics, science, etc.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informal, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 5a).

DispAuthNo: DAA-0084-2015-0001-0009 **Date Edited:** 8/17/2017

B-01-003-01b(1) **Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 5b(1)).

DispAuthNo: DAA-0084-2015-0001-0010 **Date Edited:** 8/17/2017

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B-01-003-01b(2) **Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 5b(2)).

DispAuthNo: DAA-0084-2015-0001-0011 **Date Edited:** 8/17/2017

B-01-003-01b(3) **Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

Disposition: TEMPORARY: Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE. (Supersedes N1-084-97-01, item 5b(3)).

DispAuthNo: DAA-0084-2015-0001-0012 **Date Edited:** 8/17/2017

B-01-003-02a **Biographic Files**

Description: a. Files on a deceased national.

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

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B-01-003-02b **Biographic Files**

Description: b. A file which has had no information added to it during the past 10 years.

Note: Notify Office of Intelligence Liaison, Biographic Division (INR/B) of intent to destroy inactive files.

Disposition: Destroy 10 years after the date of the most current document after obtaining INR/B approval.

DispAuthNo: Non-Record

Date Edited: 4/1/1999

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Economic Section

B-01-004-01a **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

Note: The disposition instructions apply to all Department of State areas at post associated with the Political or Economic Section. For example: commercial, labor, military, narcotics, science, etc.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informals, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 6a).

DispAuthNo: DAA-0084-2015-0001-0001 **Date Edited:** 8/17/2017

B-01-004-01b(1) **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 6b(1)).

DispAuthNo: DAA-0084-2015-0001-0002 **Date Edited:** 8/17/2017

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B-01-004-01b(2) **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

Disposition: Permanent: Block annually. Retire to RSC when 1 year old. Transfer to the National Archives when 25 years old. (Supersedes N1-084-97-01, item 6b(2)).

DispAuthNo: DAA-0084-2015-0001-0003 **Date Edited:** 8/17/2017

B-01-004-01b(3) **Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

Disposition: TEMPORARY: Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE. (Supersedes N1-084-97-01, item 6b(3)).

DispAuthNo: DAA-0084-2015-0001-0004 **Date Edited:** 8/17/2017

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General

B-01-005-01 Top Secret Documents

Description: Arranged by subject or control number. Consist of telegrams, memorandums, and other material maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

Disposition: Permanent: Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject Files because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-084-91-03, item 5 **Date Edited:** 4/1/1999

B-01-005-02 Nazi War Crime Investigations Files

Description: Arranged alphabetically by name of person and/or subject.. Records include, but are not limited to, diplomatic notes, telegrams, correspondence, notes, airgrams, clippings, Operations Memorandums, copies of documents, and other material relating to the pursuit of Nazi war criminals.

Disposition: Permanent. Transfer to the National Archives when most recent records are 25 years old.

DispAuthNo: DAA-0084-2014-0001-0001 **Date Edited:** 1/26/2015

Ceremonial/Memorial

B-01-006-01 Foreign Service Post Condolence Files

Description: Condolence books opened by Foreign Service Posts; condolence books submitted to Posts by churches, companies, host government, and local governments; condolence letters received from host government officials and ministries; and condolence letters, faxes, e-mail messages, cards, artwork, and other material received from the public on the death of prominent individuals or after catastrophic events.

Disposition: PERMANENT: Transfer condolence books/pages to the Office of the Chief of Protocol, Ceremonials Division within 6 months of event. Non-record materials such as flags, gifts, and other three dimensional objects should be transferred to the U.S. Diplomacy Center.

DispAuthNo: N1-084-03-01, item 1 **Date Edited:** 12/18/2002
