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**U.S. Department of State Records Schedule**

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**Assistant Secretary and Principal Deputy Assistant Secretary****A-16-010-01 Assistant Secretary's - Subject Files**

**Description:** Memorandum of understanding, telegrams, airgrams, congressional, position papers, letters, general correspondence, reports, handwritten notes, policy papers, and other documentation. Documents international environmental, oceanic, nuclear and scientific affairs.

**Disposition:** Permanent. Cut off at the end of the incumbents tenure and retire to the RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-27, item 1 **Date Edited:** 4/1/1999

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**A-16-010-02 Assistant Secretary's - Chronological Files**

**Description:** Incoming and outgoing correspondence, telegrams, airgrams, reports, memorandums, background notes and other documentation acted on or signed by the Assistant Secretary.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-27, item 2 **Date Edited:** 4/1/1999

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**A-16-010-03 Principal Deputy Assistant Secretary's - Subject Files**

**Description:** Memoranda of understanding, letters, telegrams, airgrams, briefing notes, talking points, press releases, position papers and other documentation. Documents international, environment, oceanic and scientific affairs.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-27, item 3 **Date Edited:** 4/1/1999

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**A-16-010-04 Principal Deputy Assistant Secretary's - Chronological Files**

**Description:** Incoming and outgoing General correspondence telegrams, airgrams memorandum of understanding, reports, position papers and other documentation.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-27, item 4 **Date Edited:** 4/1/1999

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**Environment, Health, and Natural Resources****A-16-030-01 Deputy Assistant Secretary's Files - Administrative Files**

**Description:** Correspondence, telegrams, memoranda, and other documentation relating to administrative operations of the office. Included is the documentation on travel, building and grounds and budget, information management, personnel and security.

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

**DispAuthNo:** GRS 23, item 1 **Date Edited:** 4/1/1999

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**A-16-030-02 Subject Files - Arranged according to specific subject TAGS and Terms**

**Description:** General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U. S interest in environmental, health, and natural resources issues.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 2 **Date Edited:** 4/1/1999

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**A-16-030-03 Organization and Agencies Files - Arranged by name of organization or agency**

**Description:** Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon environmental, health, and natural resources matters.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 3 **Date Edited:** 4/1/1999

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**A-16-030-04 Country Files - Arranged by name and country. In a very few cases, a file may be further divided by special topic.**

**Description:** General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, pertaining to the formulation and development of policy on the environment, health, and natural resources as those topics relate to specific countries.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 4 **Date Edited:** 4/1/1999

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**A-16-030-05      Chronological Files**

**Description:** Memoranda, correspondence, telegrams, airgrams, reports, background materials, reports, and other materials, they provide documentation on environmental, health, and natural resources affairs.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old.

**DispAuthNo:** N1-59-93-30, item 5

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

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**Office of Environmental Protection****A-16-031-01 Office of Ecology, Environmental Protection - Subject Files**

**Description:** General correspondence, telegrams, airmails, reports handwritten notes, drafts, background material, reference material, action documents and other documents. Documents U.S. policy, bilateral and multilateral decisions regarding environmental pollution, acid rain, air pollution, chemical controls, movements of hazardous waste and other issues related to environment.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 6 **Date Edited:** 4/1/1999

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**A-16-031-02 Country Files**

**Description:** Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative environmental initiatives regarding air pollution, chemical controls, sewage waste management, water pollution, toxic waste and other environmental and pollution issues in a specific country.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 7 **Date Edited:** 4/1/1999

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**A-16-031-03 Organization and Conference Files - Arranged by subject**

**Description:** General correspondence, memoranda of conversation minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address environmental and health issues.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 8 **Date Edited:** 4/1/1999

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**A-16-031-04a**                      **Background/Briefing Books**

**Description:** Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

a. Master copy.

**Disposition:** Permanent. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 9a

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

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**A-16-031-04b**                      **Background/Briefing Books**

**Description:** Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

b. Extra copies.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-93-30, item 9b

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

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**Office of Ecology and Terrestrial Conservation****A-16-032-01 Office of Ecology, Environmental Protection - Subject Files**

**Description:** General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background material, reference material, action documents and, other material. Documents U.S. policy and decisions regarding the long term sustainability of the earth's natural resources, including tropical forests, wetlands, wildlife and biological diversity.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 10 **Date Edited:** 4/1/1999

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**A-16-032-02 Country Files**

**Description:** Reports, general correspondence, reference material, background materials, memoranda of understanding, congressionals, action documents, letters and other material. Documents U.S. and cooperative conservation initiatives regarding earth resources, tropical forest, wildlife, wetlands and biodiversity in a specific country.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 11 **Date Edited:** 4/1/1999

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**A-16-032-03 World Heritage Convention, Enterprise for the Americas Institutes, World Commission on Environment and Development, U.N. Environmental Program, Convention on Endangered Species and Ramstar, International Convention on Wetlands**

**Description:** Organization and Conference Files. Arranged by organization. General correspondence, telegrams, memoranda of conversation, minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address conservation and health issues.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 12 **Date Edited:** 4/1/1999

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<b>A-16-032-04</b>	<b>Conference and Administrative Files - Arranged by organization</b>
<b>Description:</b>	Correspondence, telegrams, worksheets, forms, conference material, meeting agenda and other documents pertaining to administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegations, security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.
<b>Disposition:</b>	Destroy 3 years after conference.
<b>DispAuthNo:</b>	N1-59-93-30, item 13
<b>Date Edited:</b>	4/1/1999
<b>A-16-032-05</b>	<b>Agreement Files - Arranged chronologically</b>
<b>Description:</b>	Full and partial text copies of bilateral and multilateral agreements on conservation, maintained separately from the subject files as a collection in a filing cabinet or on shelf, and used as reference material only.
<b>Disposition:</b>	Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	N1-59-93-30, item 14
<b>Date Edited:</b>	4/1/1999
<b>A-16-032-06a</b>	<b>Briefing Books</b>
<b>Description:</b>	Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities.  a. Master copy.
<b>Disposition:</b>	Permanent. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-30, item 15a
<b>Date Edited:</b>	4/1/1999
<b>A-16-032-06b</b>	<b>Briefing Books</b>
<b>Description:</b>	Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities.  b. Extra copies.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-30, item 15b
<b>Date Edited:</b>	4/1/1999

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**Office of Global Change****A-16-033-01 Office of Global Change - Subject Files**

**Description:** Telegrams, general correspondence, airmails, reports, handwritten notes, reference material diplomatic notes, drafts, background material, action documents and other documents. Documents U.S. proposals and policies related to Global Change.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 16 **Date Edited:** 4/1/1999

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**A-16-033-02 Country Files**

**Description:** Memorandums, reports, general correspondence, reports, reference material, background material, memorandum of understanding, action documents, drafts, congressional and other documents. Documents U.S. policy and cooperative initiatives in a specific country.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 17 **Date Edited:** 4/1/1999

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**A-16-033-03 Organization and Conference Files - Arranged by organization**

**Description:** General correspondence, memoranda of conversation, minutes, background material, position papers, speeches intelligence reports, and other material Documents U.S. participation in national and international organizations which address conversation and health issues, and international and U.S. policy positions on Global change. Includes the national and international organizations such as OECD, ECE, the preparatory committee for UNCED, the General Assembly, the intergovernmental Panel on Climate Change (IPCC) and U.S. Man and the Biosphere (MAB) Program.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 18 **Date Edited:** 4/1/1999

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<b>A-16-033-04a</b>	<b>Background/Briefing Books</b>
<b>Description:</b>	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, and reference material documenting U.S. policy on Global Change.  a. Master copy.
<b>Disposition:</b>	Permanent. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-30, item 19a
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-04b</b>	<b>Background/Briefing Books</b>
<b>Description:</b>	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, and reference material documenting U.S. policy on Global Change.  b. Extra copies.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-30, item 19b
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-10</b>	<b>Man and the Biosphere Program - Subject Files</b>
<b>Description:</b>	General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background materials, reference materials, maps, news articles, slides and other material. Documents management and policy-related research pertaining to environmental subjects.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-30, item 20
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-11</b>	<b>Program and Project Files - Arranged by project and country</b>
<b>Description:</b>	Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative and initiatives in specific countries.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 2 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-30, item 21
<b>Date Edited:</b>	4/1/1999

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<b>A-16-033-12</b>	<b>Agency and Organization Files - Arranged according to agency</b>
<b>Description:</b>	Annual reports, general correspondence, memoranda of conversation, background material, reference material, reports, and other agency documents. Documents agency and other and organizations which are engaged in environmental research, mainly the private sector.
<b>Disposition:</b>	Screen every 2 years and dispose of non-current material which are not needed for current operations.
<b>DispAuthNo:</b>	N1-59-93-30, item 22
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-13</b>	<b>Personnel Files (Non-State Department Personnel)</b>
<b>Description:</b>	Resumes, biographic information, background information, reports, proposals and other documents. Documents individuals who wish to participate in grants and projects.
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	N1-59-93-30, item 23
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-14</b>	<b>Meeting Files</b>
<b>Description:</b>	International coordinating council meetings, advisory committee meetings on MAB reserves, Directorate's meetings, U.S. executive committee meetings, mission statements, meeting reports, general correspondence, background material, handwritten notes, meeting location, dates of meetings and other documents. Documents the decision making process, plans, activities and policies.
<b>Disposition:</b>	Permanent. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-30, item 24
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-15</b>	<b>Chronological Files - Arranged by month and year</b>
<b>Description:</b>	Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-30, item 25
<b>Date Edited:</b>	4/1/1999
<b>A-16-033-16</b>	<b>Biosphere Reserve Files - Arranged by name of biosphere</b>
<b>Description:</b>	Publications, correspondence, descriptions of activities, designation of areas within the U.S. as biosphere reserves and dedication ceremonies.
<b>Disposition:</b>	Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-59-93-30, item 26
<b>Date Edited:</b>	4/1/1999

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#### A-16-033-17 Country Files

**Description:** Telegrams, correspondence, reports, publications, and other material relating to MAB programs and activities in other countries.

**Disposition:** Destroy when 20 years old.

**DispAuthNo:** N1-59-93-30, item 27 **Date Edited:** 4/1/1999

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#### A-16-033-18 Directorates Files - Arranged by name of Directorate

**Description:** Letters, memorandums, reports, memberships, financial reports, reference material, background information and other material on activities of the various directorates and the issues with which they deal. Documents activities and decisions of the Directorates.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-30, item 28 **Date Edited:** 4/1/1999

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#### A-16-033-19 Publications Files

**Description:** Record set of all U.S. MAB publications including U.S. MAB Bulletin and periodic special publications. Arranged chronologically by date.

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

**DispAuthNo:** N1-59-93-30, item 29 **Date Edited:** 4/1/1999

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#### A-16-033-20 Publications Request Files - Arranged chronologically by date

**Description:** Letters, request from public for information, background material, memoranda, responses to public request for information, publications and other material related to MAB Program.

**Disposition:** Destroy when 3 months old or when no longer needed, whichever is sooner.

**DispAuthNo:** GRS 23, item 7a **Date Edited:** 4/1/1999

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#### A-16-033-21a Environmental Research Proposal Files - Organized by grant number

**Description:** Scientific reports, proposals, evaluation proposals, perspectives, per reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

a. Successful Proposals.

**Disposition:** Destroy 5 years after the final report is received.

**DispAuthNo:** N1-59-93-30, item 31a **Date Edited:** 4/1/1999

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**A-16-033-21b****Environmental Research Proposal Files - Organized by grant number****Description:**

Scientific reports, proposals, evaluation proposals, perspectives, per reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

b. Unsuccessful Proposals.

**Disposition:**

Destroy 1 year after decision not to fund project.

**DispAuthNo:**

N1-59-93-30, item 31b

**Date Edited:**

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**Deputy Assistant Secretary for Oceans and Fisheries Affairs****A-16-040-01 Deputy Assistant Secretary's Files - Arranged by subject, country, and chronologically**

**Description:** Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interests in international oceans and fisheries issues. These records are handled directly by the Deputy Assistant Secretary without being sent to an action office.

**Disposition:** Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-32, item 1 **Date Edited:** 4/1/1999

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**A-16-040-02 Daily Activities Records - Arranged chronologically**

**Description:** Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of an official capacity created and maintained in hard copy or electronic form, excluding materials determined to be personal.

**Disposition:** Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-32, item 2 **Date Edited:** 4/1/1999

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**A-16-040-03 Subject and Country Files**

**Description:** Correspondence, telegrams, airgrams, speeches, press releases, background papers, Congressionals, and other documentation, received or sent by the Deputy Assistant Secretary, reflecting policy formulation on nuclear non-proliferation, application of international safeguards, nuclear export and control policies, nuclear cooperative agreements, and international initiatives in energy technology matters.

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

**DispAuthNo:** N1-59-93-32, item 3 **Date Edited:** 4/1/1999

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**Office of Fisheries Affairs****A-16-041-01 Subject and Country Files**

**Description:** Correspondence, telegrams, airgrams, memoranda, and other documentation pertaining to fishery conservation and management, and negotiation and implementation of international fishery agreements.

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

**DispAuthNo:** N1-59-93-32, item 7 **Date Edited:** 4/1/1999

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**A-16-041-02 Organization and Conference Files - Arranged by organization, thereunder by conference date**

**Description:** Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to Fishery matters.

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

**DispAuthNo:** N1-59-93-32, item 8 **Date Edited:** 4/1/1999

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**A-16-041-03 Conference Administrative Files - Arranged by organization, thereunder by conference date**

**Description:** Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

**Disposition:** Destroy 3 years after end of conference

**DispAuthNo:** N1-59-93-32, item 9 **Date Edited:** 4/1/1999

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<b>A-16-041-04</b>	<b>Negotiation and Agreement Files - Arranged by subject, thereunder chronologically</b>
<b>Description:</b>	Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conventions on Fishery matters.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 10
<b>Date Edited:</b>	4/1/1999
<b>A-16-041-05</b>	<b>Agreement Reference Files - Arranged by subject, thereunder chronologically</b>
<b>Description:</b>	Full and partial text copies of bilateral and multilateral agreements on fishery matters, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.
<b>Disposition:</b>	Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	N1-59-93-32, item 11
<b>Date Edited:</b>	4/1/1999
<b>A-16-041-06</b>	<b>Commercial Fishing Vessel Case Files - Arranged by vessel name, thereunder by case</b>
<b>Description:</b>	Consist of copies of fishing license applications and permits of Department of Commerce origin, telegrams, airgrams, memoranda, background material, reference material, general correspondence, reports, and other related material supporting OES/OFA'S position on individual fishing vessel cases.
<b>Disposition:</b>	Cut off in 5-year blocks. Retire to RSC when 5 years old. Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-59-93-32, item 12
<b>Date Edited:</b>	4/1/1999
<b>A-16-041-07a</b>	<b>Fisherman's Guarantee Fund Files - Arranged by vessel name, thereunder chronologically</b>
<b>Description:</b>	Insurance applications and agreements, certificates of vessel ownership, photocopies of personal/company checks, and other material required to process insurance claims on lost catch or fishing equipment or seizure of fishing vessel.  a. General History and Program Administration.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 13a
<b>Date Edited:</b>	4/1/1999

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**Office of Oceans Affairs**

<b>A-16-042-10</b>	<b>Director's Files - Arranged by subject, country, and chronologically</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Director, reflecting the activities of the Divisions of Marine Science and Technology, Polar Affairs, and Marine Law and Policy. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Director without being sent to an action office.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 14
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-11</b>	<b>Organization and Conference Files - Arranged by organization, thereunder by conference date</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to oceans affairs.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 15
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-12</b>	<b>Conference Administrative Files - Arranged by organization, thereunder by conference date</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.
<b>Disposition:</b>	Destroy 3 years after end of conference.
<b>DispAuthNo:</b>	N1-59-93-32, item 16
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-20</b>	<b>Marine Law and Policy Division - Subject and Country Files</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, and other documentation pertaining to the policy, development, and implementation of oceans law, as it applies to ocean resources, navigation, boundaries, and environment, and reflecting the decisions taken by OA/MLP on marine law and policy matters.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 17
<b>Date Edited:</b>	4/1/1999
<b>A-16-042-21</b>	<b>Marine Law and Policy Division - Organization and Conference Files - Arranged by organization, thereunder by conference date</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the oceans law and policy.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 18
<b>Date Edited:</b>	4/1/1999
<b>A-16-042-22</b>	<b>Marine Law and Policy Division - Maritime Boundary Files - Arranged by country, region, and subject</b>
<b>Description:</b>	Bilateral and multilateral boundary negotiation documents and final agreements in which the U.S. is a participant and non-participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, letter-size map negatives, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.
<b>Disposition:</b>	Permanent. Retire to RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 19
<b>Date Edited:</b>	4/1/1999
<b>A-16-042-23</b>	<b>Marine Law and Policy Division - Agreement Reference Files - Arranged by subject, thereunder chronologically</b>
<b>Description:</b>	Full and partial text copies of bilateral and multilateral agreements establishing ocean law, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.
<b>Disposition:</b>	Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	N1-59-93-32, item 20
<b>Date Edited:</b>	4/1/1999

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<b>A-16-042-24a</b>	<b>Marine Law and Policy Division - Background/Briefing Books</b>
<b>Description:</b>	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law.  a. Master Copy.
<b>Disposition:</b>	Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 21a
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-24b</b>	<b>Marine Law and Policy Division - Background/Briefing Books</b>
<b>Description:</b>	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law.  b. Extra Copies.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-32, item 21b
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-30</b>	<b>Marine Science and Technology Division - Subject and Country Files</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, and other documentation pertaining to the coordination of activities related to marine science and technology issues, such as marine pollution, sea exploration, and special waters of the South Pacific and Caribbean, and reflecting the decisions taken by OA/MST on marine science and technology matters.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 22
<b>Date Edited:</b>	4/1/1999
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**A-16-042-31 Marine Science and Technology Division - Organization and Conference Files - Arranged by organization, thereunder by conference date**

**Description:** Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the marine science and technology.

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

**DispAuthNo:** N1-59-93-32, item 23 **Date Edited:** 4/1/1999

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**A-16-042-32 Marine Science and Technology Division - Conference Administrative Files - Arranged by organization, thereunder by conference date**

**Description:** Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

**Disposition:** Destroy 3 years after end of conference.

**DispAuthNo:** N1-59-93-32, item 24 **Date Edited:** 4/1/1999

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**A-16-042-33 Marine Science and Technology Division - Agreement Reference Files - Arranged by subject, thereunder chronologically**

**Description:** Full and partial text copies of bilateral and multilateral agreements on marine science and marine technology, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

**Disposition:** Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-59-93-32, item 25 **Date Edited:** 4/1/1999

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**A-16-042-34a Marine Science and Technology Division - Background/Briefing Books**

**Description:** Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology.

a. Master Copy.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-32, item 26a **Date Edited:** 4/1/1999

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<b>A-16-042-34b</b>	<b>Marine Science and Technology Division - Background/Briefing Books</b>
<b>Description:</b>	Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology.  b. Extra Copies.
<b>Disposition:</b>	Destroy when 1 year old.
<b>DispAuthNo:</b>	N1-59-93-32, item 26b
<b>Date Edited:</b>	4/1/1999
<b>A-16-042-35</b>	<b>Marine Science and Technology Division - Research Vessel Case Files - Arranged by vessel name, thereunder by case number</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, reports, requests for clearance and visas, navigation route plans, and other related material regarding national and international research vessel projects.
<b>Disposition:</b>	Cut off in 5-year blocks. Retire to RSC when 5 years old. Destroy when 20 years old.
<b>DispAuthNo:</b>	N1-59-93-32, item 27
<b>Date Edited:</b>	4/1/1999
<b>A-16-042-36</b>	<b>Marine Science and Technology Division - Research Vessel Tracking System - Arranged by vessel name</b>
<b>Description:</b>	An electronic information system designed to record research vessel data, such as vessel name and number, project dates, research equipment delivery, and other data related to research vessel activities.
<b>Disposition:</b>	Transfer data to magnetic tape periodically. Purge data from tape when 5 years old.
<b>DispAuthNo:</b>	N1-59-93-32, item 28
<b>Date Edited:</b>	4/1/1999
<b>A-16-042-40</b>	<b>Polar Affairs Division - Subject and Country Files</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, and other documentation pertaining to Arctic and Antarctic issues, such as Arctic & Antarctic scientific research, wildlife and environmental preservation, and mineral resource exploration, and reflecting the decisions taken by OA/PA on Arctic and Antarctic matters.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 29
<b>Date Edited:</b>	4/1/1999

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<b>A-16-042-41</b>	<b>Polar Affairs Division - Organization and Conference Files - Arranged by organization, thereunder by conference date</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the Arctic and Antarctic.
<b>Disposition:</b>	Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 30
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-42</b>	<b>Polar Affairs Division - Conference Administrative Files - Arranged by organization, thereunder by conference date</b>
<b>Description:</b>	Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.
<b>Disposition:</b>	Destroy 3 years after end of conference.
<b>DispAuthNo:</b>	N1-59-93-32, item 31
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-43</b>	<b>Polar Affairs Division - Maritime Boundary Files - Arranged by country, region, and subject</b>
<b>Description:</b>	Bilateral boundary negotiation documents and final agreements in which the U.S. is a participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.
<b>Disposition:</b>	Permanent. Retire to RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-93-32, item 32
<b>Date Edited:</b>	4/1/1999
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<b>A-16-042-44</b>	<b>Polar Affairs Division - Agreement Reference Files - Arranged by subject, thereunder chronologically</b>
<b>Description:</b>	Full and partial text copies of bilateral and multilateral agreements on Arctic and Antarctic issues, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.
<b>Disposition:</b>	Destroy when no longer needed for reference purposes.
<b>DispAuthNo:</b>	N1-59-93-32, item 33
<b>Date Edited:</b>	4/1/1999

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**A-16-042-45a**                      **Polar Affairs Division - Background/Briefing Books**

**Description:**        Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic.

                                 a. Master Copy.

**Disposition:**        Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:**        N1-59-93-32, item 34a                      **Date Edited:**                      4/1/1999

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**A-16-042-45b**                      **Polar Affairs Division - Background/Briefing Books**

**Description:**        Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic.

                                 b. Extra Copies.

**Disposition:**        Destroy when 1 year old.

**DispAuthNo:**        N1-59-93-32, item 34b                      **Date Edited:**                      4/1/1999

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#### Office of Cooperative Science and Technology

**A-16-052-01      Subject Files**

**Description:** General Correspondence, telegrams, airgrams, reports, meeting reports, reference material, memoranda of understanding and other documents. Documents all U.S. bilateral science and technology agreements, programs and activities.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-33, item 11                      **Date Edited:** 4/1/1999

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**A-16-052-02      Country Files**

**Description:** Memoranda, reports, action memorandums, formal/informal memorandums, general correspondence, other agency documents, S and T Negotiating papers, briefing books, meeting reports, airgrams, memorandum of understanding and other documents. Documents the general activities and programs of all U.S. bilateral Science and Technology agreements in a specific country.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-33, item 12                      **Date Edited:** 4/1/1999

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**A-16-052-03      Scientific and Technology Agreements Files - Arranged by country**

**Description:** Memoranda, Circular 175 and related information, treaties, agreements and documents. Documents U.S. and International Scientific and Technology agreements.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-33, item 13                      **Date Edited:** 4/1/1999

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**A-16-052-04      Background and Technical Agency Files - Arranged by agency**

**Description:** Booklets, annual seminars, reports, technical publications, other agency documents. Documents programs and activities available by other agencies.

**Disposition:** Screen every 2 years. Destroy when no longer needed for informational or operational purposes.

**DispAuthNo:** N1-59-93-33, item 14                      **Date Edited:** 4/1/1999

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**A-16-052-05      Advisory Committee Files - Arranged by subject**

**Description:** Memoranda, telegrams, advisory committee reports, annual tabular reports reference material, position papers, plans, programs, policies and other documents. Documents the activities and plans of the OES Advisory Committee.

**Disposition:** Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-33, item 15

**Date Edited:**

4/1/1999

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