

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-59-01-13</i>	DATE RECEIVED <i>5/11/2001</i>
1. FROM (Agency or establishment) <i>Department of State</i>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <i>Bureau of Consular Affairs (CA)</i>		DATE <i>8-21-01</i>	
3. MINOR SUBDIVISION <i>Office of Public Affairs and Policy Coordination</i>		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER  <i>Ed Lesko</i>	5. TELEPHONE  <i>202 261-8342</i>	DATE <i>8-21-01</i>	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/23/2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE <i>Records Officer, A/RPS/IPS/PP</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

*8/21/01 Sent to Agency, NWMO, NWMU*

**Consular Affairs // Office of Public Affairs and Policy Coordination**

**Public Service Announcement Files.** A collection of broadcast *Public Service Announcements* (PSA) dating from 1976 to present which are in electronic media, audiotape and videotape. Two of the announcements are on phonograph type recordings. Some PSAs were prepared in both broadcast formats and others were in just a single format. All of the PSAs were prepared by the Consular Affairs staff for use by domestic broadcasters to inform overseas travellers. Some were also produced in a foreign language version, which was distributed to foreign language and ethnic broadcasters.

**a. PSA Files.**

**1. Scripts, distribution lists, and other supporting information related to each PSA produced. Filed by title.**

**Temporary. Retain 4 years, then destroy.**

**2. Electronic version of records created by electronic mail and word processing applications.**

**Temporary. Delete after recordkeeping copy has been produced.**

**b. Broadcast tapes of Public Service Announcements produced by CA and distributed to domestic broadcasters to provide to the public routine procedures, practices, and guidance related to travel abroad. All of the PSAs are in their original broadcast media (audio and video format).**

**Temporary. Retain for 4 years, then destroy.**