

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) Department of State	
2 Major Subdivision Office of Publications (IIP/PUBPS)	
3 Minor Subdivision	
4 Name of Person with whom to confer Robert Kogok	5 Telephone (include area code) 202-663-3903

Leave Blank (NARA Use Only)	
Job Number NI-59-09-12	
Date Received 4/15/09	
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date 19 May 10	Archivist of the United States 

**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 51 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

is not required       is attached       has been requested

Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 04-06-2009
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

July 15, 2010

## **Office of Publications**

### 1. Subject/Project Files

Description: Files contain substantive information relating to the activities of the Office director, division chiefs, and staff in directing and carrying out the policy and program functions and responsibilities of the Office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to the Office of Publications. Arranged chronologically by subject and/or project. Covers the period 2000 to present.

Disposition: PERMANENT. Break files annually, by fiscal year. Transfer to a records storage facility when 3 years old for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: New item

### 2. Electronic Journals

Description: Monthly journal produced in electronic and print format, focusing on one thematic issue per month.

Disposition: PERMANENT. Break annually by fiscal year and by language. Retain one print copy of each issue, including language versions where applicable. Transfer a records storage facility when three years old for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: New item

### 3. Pamphlets and Booklets

Description: File contains pamphlets and booklets produced on specific thematic issues, including the "Outline" series on U.S. history, geography, etc.

Disposition: PERMANENT. Break annually, by fiscal year and language. Retain one copy of each pamphlet and booklet, including language versions where applicable. Transfer when three years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old.

DispAuthNo: New item

#### 4. Paper Shows

Description: Paper shows and posters, either individual items or sets.

Disposition: PERMANENT. Break annually by fiscal year. Retain one copy of each paper show and poster. If an agency distribution list for posters exists, place NARA on the list to receive two copies of each poster upon printing and distribution. If a distribution list does not exist, break annually by fiscal year and transfer two copies of each paper show and/or poster to NARA at the end of each fiscal year.

DispAuthNo: New item

#### 5. "Hi" Magazine

Description: Arabic-language magazine published 2003-2006. See items (a) through (c) for specific disposition.

(a) "Hi" Magazine issues.

Disposition: PERMANENT. Break annually. Retain one copy of each issue. Transfer to a records storage facility when three years old for eventual transfer to the National Archives in five-year blocks when twenty five years old.

New item

(b) "Hi" Magazine history files, including significant reports, studies, correspondence, and policy decisions.

Disposition: PERMANENT. Break files annually by fiscal year. Transfer when three years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty five years old.

New item

~~(c) "Hi" Magazine production folders, including layouts, proofs, work orders, and correspondence related to publication of the magazine. Arranged chronologically by subject.~~

~~Disposition: TEMPORARY. Break files annually, by fiscal year. Destroy when three years old.~~

~~DispAuthNo. GRS 13, item 2(b)~~

## 6. Article Alerts

Description: A file that contains electronic copies of biweekly compilation of summaries of significant articles for embassy use as public diplomacy reference and outreach tools. IIP writers identify and collect articles of interest, prepare summaries of the articles, and submit the summaries to the editor, who produces the bi-weekly summaries. Summaries are posted to the Information Resource Center (IRC) IRC listserv.

Disposition: TEMPORARY. Break files annually, by fiscal year. Destroy/delete when obsolete or of no further reference and/or outreach value.

DispAuthNo: New item

## 7. Copyright Clearances

Description: Agreements for purchase of publication rights from commercial sources, including copyright clearances.

Disposition: TEMPORARY. Break files annually by fiscal year. Retain in office until copyright agreement has expired. Destroy one year after expiration of agreement.

DispAuthNo: New item

## 8. Books in Translation

Description: Includes files and correspondence related to translated book program, including correspondence with field posts, book orders, book lists, etc.

Disposition: TEMPORARY. Break files annually, by fiscal year. Destroy after three years or when obsolete or otherwise of no further value, whichever occurs first.

DispAuthNo: New item

## ~~9. Schedule of Daily Activities~~

~~Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the Office director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.~~

~~Disposition: TEMPORARY: Destroy or delete when two years old or when no longer needed, whichever is later.~~

~~DispAuthNo: GRS 23, item 5a~~

~~10. Office Administrative Files~~

~~Description: Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the office. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the Office.~~

~~Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when two years old or no longer needed, whichever is sooner.~~

~~DispAuthNo: GRS 23, item 1~~

~~11. Duplicate Personnel Files~~

~~Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IP/EX/HR.~~

~~Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when one year old, whichever is sooner.~~

~~DispAuthNo: GRS 1, item 18a~~

~~12. Working Papers and Background Material~~

FILING INSTRUCTION

~~Description: Included are extra copies of communications and correspondence; publications of the Department, other Federal agencies; newspaper clippings; reference material; studies, notes, drafts, interim reports, and background data on Office programs, projects, and initiatives.~~

~~a. Drafts recording necessary approval or changes and other essential documents.~~

~~Disposition: Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. Note: see FAH 4, H-215/~~

~~b. Extra copies of communications and correspondence; publications of Department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.~~

~~Disposition: Non-record. Destroy the remainder of the file when projects or assignments are completed. Note: See 5 FAH 4, H-216~~

### 13. Chronological Files

Description: Extra copies of communication, correspondence, and other documents arranged in order of occurrence either alphabetically or by another method, and used as a general reading and/or reference file.

Disposition: TEMPORARY. Destroy when one year old or sooner if objective has been served.

DispAuthNo: New item

### ~~14. Word Processing Files~~

~~Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.~~

~~Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.~~

~~DispAuthNo: GRS-20, item 13~~

### ~~15. Electronic Mail Records~~

~~Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.~~

~~Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.~~

~~DispAuthNo: GRS-20, item 14~~