

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) U.S. Department of State	
2. Major Subdivision Bureau of East Asian and Pacific Affairs	
3. Minor Subdivision Office of Public Affairs (EAP/P)	
4. Name of Person with whom to confer Shelia A. Prince	5. Telephone (include area code) (202) 261-8428

<b>Leave Blank (NARA Use Only)</b>	
Job Number	N1-059-10-10
Date Received	4/5/10
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	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 1 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) 4/1/10
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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 GRS or Superseded Job Citation	10.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 Attached Schedule		

**Bureau of East Asian and Pacific Affairs**  
**Office of Public Affairs (EAP/P)**  
**Records Disposition Schedule**

**1. Press Guidance File – Arranged by Country and Date**

**Description:** Questions and answers prepared for the Department of State Spokesperson to use during daily noon press briefings.

**Disposition:** Temporary. Cut off end of calendar. Destroy 10 years after cut off or when no longer needed for reference, whichever is later.

**DispAuthNo:**

**2. Public Remarks by EAP Officials**

**Description:** Copies or audio recordings of speeches, statements and interviews to the press, Congress and conference. Also included are press conferences held on the site during visits to other countries.

**Disposition:** Temporary. Cut off at the end of the incumbent's tenure. Retire to the Records Service Center immediately. Destroy 10 years after cutoff.

**DispAuthNo:**

**3. Speaker Biographical Files**

**Description:** ~~Biographic data on Bureau principals which is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.~~

**Disposition:** Temporary. Destroy when superseded or when tenure of principal is terminated.

**DispAuthNo:**

**Superseded by:**

DAA-GRS-246-005-001

**DATE (MM/DD/YYYY):**

July 15, 2019 JPrnk

**4. Voice of America (VOA) Editorials**

**Description:** Copies of documentation containing EAP Public Affairs edits, comments and clearance pertaining to VOA editorials.

**Disposition:** Temporary. Cut off at end of the calendar year. Destroy when 2 years old.

**DispAuthNo:**