

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

NI-059-10-18

Date Received

7/27/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

8/30/11

Archivist of the United States

WITHDRAWN

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 Diplomatic Security

3 Minor Subdivision

Public Affairs Office

4 Name of Person with whom to confer

Alice L. Murray Chichester

5 Telephone (include area code)

(202) 261-8339

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

is not required

is attached

has been requested

Signature of Agency Representative

Tasha M. Thian

Title

Agency Records Officer

Date (mm/dd/yyyy)

07-19-2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached		

**BUREAU OF DIPLOMATIC SECURITY
PUBLIC AFFAIRS OFFICE
RECORDS DISPOSITION SCHEDULE**

Item 1 Public Affairs – Subject Files

Description: Includes press releases issued through the Department's press office or the Diplomatic Security (DS) web site, press guidance for use by the Department's spokesman and DS personnel when speaking to the news media or public audiences, copies of speeches made by the DS Assistant Secretary and Deputy Assistant Secretary, clearances on writing for publication and public speeches given by DS employees on matters of official concern, written responses to media queries, media interviews, information related to media policy guidance; background information on preparation of informational and educational materials, information on outreach programs, such as the A-OK Program (Alert Overseas Kids) and the Sentry Kids Identification System, and materials for exhibits

Disposition: Temporary. Cut off at the end of the calendar year. Destroy when 10 years old or when no longer needed, whichever is later

DispAuthNo: Supersedes N1-059-92-19, item 1

Item 2 Public Affairs – Newsletter

Description: Internal newsletter covering DS mission-related topics and items of interest to DS employees. Includes background and research materials.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 10 years old.

DispAuthNo: Pending (new)

Item 3 Public Affairs - Publications

Description: Includes Master Copy of the DS Annual Report, brochures describing the mission of Diplomatic Security, and DS recruitment brochures

Disposition: Temporary. Cut off at end of calendar year in which publication was produced. Destroy when 10 years old

DispAuthNo: Supersedes N1-059-92-19, item 2b

Item 4 Public Affairs – Photographs

Description: Photographs depicting DS mission-related activities that may be used in brochures, presentations, exhibits, and other products

Disposition: Temporary Destroy when obsolete or when no longer needed, whichever is sooner

DispAuthNo: Supersedes N1-059-92-19, item 2c, and items 5a, 5b, and 5c

Item 5 Public Affairs – Presentations

Description: Consists of PowerPoint slide presentations on DS mission-related topics that are used to support internal program activities

Disposition: Temporary. Destroy when obsolete or superseded, whichever is sooner

DispAuthNo: Pending (new)

Item 6 Public Affairs – DVD-Video

Description: Consists of digital video disks (DVDs) or other storage media format on DS mission-related topics that are used to support internal and external program activities

Disposition: Temporary Destroy when obsolete or superseded, whichever is sooner

DispAuthNo: Supersedes N1-059-92-19, items 3, 4a(1), and 4b