

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
<b>To National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>	
1 From (Agency or establishment) U S Department of State	
2 Major Subdivision Bureau of East Asian and Pacific Affairs	
3 Minor Subdivision Public Diplomacy, EAP/PD	
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 <i>N1-059-11-1</i>	
Date Received <i>11/10/10</i>	
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>8 June 2011</i>	Archivist of the United States <i>[Signature]</i>

<b>6 Agency Certification</b> 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 <u>1</u> 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 <input type="checkbox"/> has been requested		
Signature of Agency Representative Tasha M Thian <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>11/4/2010</i>

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Diplomacy (EAP/PD)  
Records Disposition Schedule

**1. Subject/Program Files**

**Description:** Consists of correspondence, memoranda, policy, procedures, notes, emails, cables, reports and other documentation relating to public diplomacy activities including information, education and cultural programs Arranged by country and/or subject

**Disposition:** Temporary Cutoff at end of calendar year Destroy 5 years after cutoff or when no longer needed, whichever is longer

**DispAuthNo:**

**2. Grant Files**

**Description:** Copies of grant proposals, forms, cables, emails, memoranda, program reports, justifications, budgets, evaluation reports, memoranda of understanding and other related documentation regarding office-funded grant programs, including but not limited to the annual small grants competition Arranged by country and/or subject

**Disposition:** Temporary Cutoff when grant is terminated or expended Destroy 6 years and 3 months after cutoff

**DispAuthNo:**