

# 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 the Under Secretary for Public Diplomacy and Public Affairs

3 Minor Subdivision

Evaluation and Measurement Unit

4 Name of Person with whom to confer

Alice L Murray

5 Telephone (include area code)

202-261-8938

## Leave Blank (NARA Use Only)

Job Number

N1-059-11-12

Date Received

2/16/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

21 July 2012

Archivist of the United States

*[Signature]*

### 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 3 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

*[Signature]*

Title

Agency Records Officer

Date (mm/dd/yyyy)

2/9/2011

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

**OFFICE OF THE UNDER SECRETARY FOR PUBLIC DIPLOMACY  
AND PUBLIC AFFAIRS  
OFFICE OF POLICY, PLANNING AND RESOURCES  
EVALUATION AND MEASUREMENT UNIT  
DRAFT RECORDS DISPOSITION SCHEDULE**

**Item 1a**                      **Mission Activity Tracker (MAT – PDMAT)**

The MAT is an online performance measurement reporting tool that supports the collection of data on the scope, frequency, and achievements of U S. mission public diplomacy activities worldwide.

**Description:**            a. Master File

Information contained in this system describes public diplomacy programs, products and initiatives carried out by the Bureau of International Information Programs (IIP) and U.S. missions worldwide. The data provides baseline information to support public diplomacy program evaluation. Data includes date or start/end date of activity); activity type; activity name; photo(s) of activity; key persons associated with the activity; audience reached; media placement; strategic theme supported, objectives; and result type.

**Disposition:**            Temporary. Cut off at the end of the calendar year in which event occurred Destroy/Delete 25 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:**            Pending (new)

**Item 1b**                    ~~Mission Activity Tracker (MAT – PDMAT)~~

**Description:**        ~~b Inputs~~

**Disposition:**        ~~GRS item.~~

**DispAuthNo:**        ~~GRS item.~~

**Item 1c**                    ~~Mission Activity Tracker (MAT – PDMAT)~~

**Description:**        ~~c. Outputs~~

**Disposition:**        ~~GRS item.~~

**DispAuthNo:**        ~~GRS item.~~

**Item 1d**                    ~~Mission Activity Tracker (MAT – PDMAT)~~

**Description:**        ~~d. Documentation~~

**Disposition:**        ~~GRS item.~~

**DispAuthNo:**        ~~GRS item.~~

**Item 1e**            ~~Mission Activity Tracker (MAT – PDMAT)~~

**Description:**    ~~e. System Backups~~

**Disposition:**    ~~GRS item.~~

**DispAuthNo:**    ~~GRS item.~~

Revisions by.      A/GIS/IPS/CVKelliher  
05/17/12            x4-8684