

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-89-029

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/23/2020

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1 - Assistant Secretary of State for Public Affairs, Correspondence Subject Files

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

All items except the ones listed above are inactive. This schedule provided disposition for records in a Federal Record Center. Records have been destroyed or transferred per the schedule.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>NI-59-89-29</i>
1. FROM <i>(Agency or establishment)</i> DEPARTMENT OF STATE		DATE RECEIVED	<i>11/20/89</i>
2. MAJOR SUBDIVISION Bureau of Public Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION XXXXXXXXXX		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5. TELEPHONE EXT. 647-6023	DATE <i>1/31/90</i>	ARCHIVIST OF THE UNITED STATES <i>Claudia Steiner</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 14 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>11/16/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lunnor</i>	D. TITLE <i>Chief, Records Mgmt Branch</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>ASSISTANT SECRETARY OF STATE FOR PUBLIC AFFAIRS (P)</p> <p><u>Correspondence (Subject) Files.</u></p> <p>Correspondence and other documentation reflecting the activities and duties of the Assistant Secretary in planning and operating the Public Affairs activities of the Department, including speaking engagements and press matters involving international events and organizations, other Government agencies, regional and functional bureaus, etc.</p> <p>PERMANENT. Retire to RSC when 5 years old. Transfer to WNRC when 7 years old. Transfer to the National Archives when 30 years old.</p>		<p><i>RM4(A)</i> <i>220101</i> <i>NI-59-</i> <i>80-19/1</i></p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2.	<p><u>Records Relating to Cooperation with Allied Governments, 1949-1955.</u></p> <p>Arranged by subject. Correspondence, documents, memorandums, diplomatic notes, memorandums of conversation, and other material relating to cooperation with allied governments in world-wide public affairs activities.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-72A6248 box 391 (Lot 58D753) [Small TS portion is in Records Service Center]</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
3.	<p><u>Records Relating to Worldwide Program Objectives, 1948-1957.</u></p> <p>Arranged by subject in consecutively numbered folders. Memorandums, reports, notes, chits, memorandums of conversation, minutes of meetings, "Official-Informal" correspondence, texts of background press conferences, drafts, correspondence, guidances, and other material relating to objectives of the public affairs program.</p> <p>Volume on hand: 3 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-72A6248 boxes 388-390 (Lot 57D459) Small TS portion is in Records Service Center]</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>POLICY COORDINATOR</p>		
4.	<p><u>Subject Files, 1950-1951.</u></p> <p>Arranged by subject. Memorandums, reports, memorandums of conversation, cables, drafts, correspondence, notes of telephone conversations, and other material relating to the duties, functions, and activities of the Policy Coordinator.</p>		

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	<p>Volume on hand: 1/3 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-70A4521 box 407 (Lot 53D114)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>SPECIAL ASSISTANT TO THE ASSISTANT SECRETARY OF STATE FOR PUBLIC AFFAIRS</p> <p>5. <u>Files of Burke Wilkinson, 1954-1958.</u></p> <p>Arranged by name of periodical, newspaper, or other news entity. Correspondence, memorandums, notes, chits, and other material relating to efforts to increase public awareness and support of the Department of State through the media.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-72A6248 box 392 (Lot 59D221)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>DEPUTY ASSISTANT SECRETARY OF STATE FOR PUBLIC AFFAIRS</p> <p>6. <u>Subject Files, 1954-1959.</u></p> <p>Arranged by subject. Memorandums, reports, correspondence, memorandums of conversation, chits, "Official-Informal" correspondence, drafts, and other material relating to those public affairs activities of direct interest to the Deputy Assistant Secretary of State for Public Affairs.</p> <p>Volume on hand: 1+ feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A867 box 287 (Lot 61D318) WNRC Acc. No. 59-72A6248 box 393 (Lot 60D669)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
7.	<p style="text-align: center;">EAST-WEST CONTACTS STAFF (P/EWC)</p> <p><u>Subject Files, 1955-1957.</u></p> <p>Arranged by subject. Briefing notes, memorandums of conversation, agendas, aides memoire, correspondence, chits, notes, minutes of meetings, position papers, and other material relating to exchange of people and information between the "East" and the "West."</p> <p style="padding-left: 40px;">Volume on hand: 2/3 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-65A185 box 265 (partial) (Lot 59D127)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
8.	<p style="text-align: center;">EXECUTIVE DIRECTOR (P/EX)</p> <p><u>USIA Country Plans, 1953-1954.</u></p> <p>Arranged alphabetically by name of country. Copies of USIA country plans sent to the Department of State for information.</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A788 box 509</p> <p>Destroy immediately.</p>		
9.	<p><u>Records Relating to the Office of Public Affairs, 1946-1953.</u></p> <p>Arranged by subject. Memorandums, memorandums of conversation, clippings, reports, correspondence, minutes of meetings, agendas, documents and other material relating to the Office of Public Affairs.</p> <p style="padding-left: 40px;">Volume on hand: 6 inches Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-72A6248 box 393 (partial) (Lot 60D412)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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10.	<p style="text-align: center;">HISTORICAL DIVISION (P/HD)</p> <p><u>Records Relating to Nazi Germany, 1945-1948.</u></p> <p>a. Studies of German financial and industrial institutions. Reports and exhibits on I.G. Farben, the Stinnes Concern, Roehm and Haas, and Stahlunion Export GMBH.</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-66A363 boxes 747, 748, and 749 (partial)</p> <p style="padding-left: 40px;">Destroy during archival processing.</p> <p>b. List of NSDAP Members in Foreign Countries, 1948. Alphabetical list prepared by the OMGUS 7771st Document Center, Berlin.</p> <p style="padding-left: 40px;">Volume on hand: 1-1/4 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-66A363 boxes 749 (partial) and 750</p> <p style="padding-left: 40px;">PERMANENT. Transfer to the National Archives immediately.</p>		
11.	<p style="text-align: center;">MUTUAL SECURITY INFORMATION STAFF (P/MSI)</p> <p><u>Subject and Country Files, 1952-1958.</u></p> <p>Arranged by subject. Reports, memorandums, drafts, correspondence, notes, and other material relating to public affairs activities of the Public Reports Staff (and predecessors) of the International Cooperation Agency.</p> <p style="padding-left: 40px;">Volume on hand: 5 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-71A2100 boxes 491-495 (Lots 59D193, 59D331, and 59D398)</p> <p style="padding-left: 40px;">PERMANENT. Transfer to the National Archives immediately.</p>		

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12.	<p style="text-align: center;">OFFICE OF PUBLIC AFFAIRS (P/PA)</p> <p><u>Speeches of the Director, 1945-1950.</u></p> <p>Arranged chronologically. Ribbon, mimeographed, and carbon copies of speeches and other remarks made by Francis Russell to civic and educational groups. The texts of these speeches and remarks were not issued as press releases.</p> <p style="padding-left: 40px;">Volume on hand: 3 inches Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-65A185^{box 265}(partial) (Lot 52D439)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
13.	<p><u>Records of the Assistant Director, 1949-1953.</u></p> <p>Arranged by subject. Memorandums, drafts, telegrams, backgrounders, memorandums of conversation, correspondence, reports, background/theme sheets, and other material relating to Departmental efforts in the area of public affairs.</p> <p style="padding-left: 40px;">Volume on hand: 1/2 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-66A1149 box 933 (Lot 54D7)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
14.	<p><u>Records Relating to Speeches by High Government Officials, 1947-1951.</u></p> <p>Arranged chronologically. Correspondence, memorandums, memorandums of conversation, drafts, and texts of speeches by Secretary of State George C. Marshall, Secretary of State Dean G. Acheson, President Harry S Truman, and British ambassador to the United States Oliver Franks.</p> <p style="padding-left: 40px;">Volume on hand: 2 inches Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-67A1305 box 972 (partial) (Lot 52-339)</p>		

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15.	<p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Records Relating to Movie Scripts, 1945-1946.</u></p> <p>Arranged by subject. Memorandums, memorandums of conversation, correspondence, and telegrams relating to the following movies: "Expanding World Relationships," "Relief," "Adventure in Prosperity," and "Lend Lease for Victory."</p> <p>WNRC Acc. No. 59-67A1305 box 972 (partial) (Lot 52-345)</p> <p>Destroy during archival processing.</p>		
16.	<p><u>Miscellaneous Files, 1947-1952.</u></p> <p>Arranged by subject or type of record. Public Information Policy Papers, drafts, outlines, memorandums, correspondence, and other material relating to a wide variety of subject. Examples include the Austrian peace treaty, possible recognition of the Peoples Republic of China, displaced persons, and the preparation of Departmental publication.</p> <p>Volume on hand: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A363 box 754 (partial) (Lot 53D127)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
17.	<p style="text-align: center;">DIVISION OF PUBLIC STUDIES</p> <p><u>Survey Reports, 1947-1950.</u></p> <p>Arranged chronologically. Reports prepared by the Survey Research Center of the University of Michigan for use by the Department of State. They relate to public attitudes and reactions toward various aspects of foreign policy.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-70A4521 box 432 (Lot 53D350)</p>		

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18.	<p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;">POLICY PLANS AND GUIDANCE STAFF (P/PG)</p> <p><u>Subject Files, 1946-1962.</u></p> <p>Arranged by subject. Memorandums, memorandums of conversation, scripts, texts, reports, correspondence, "Official-Informal" correspondence, telegrams, speeches and statements, briefing material, minutes of meetings, drafts, information guidances, clippings, Operations Memorandums, and other material. The records relate to the duties and activities of the Policy Plans and Guidance Staff.</p> <p style="padding-left: 40px;">Volume on hand: 16-1/2 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-71A2100 boxes 482-484, 488 (partial)-489, and 490. WNRC Acc. No. 59-72A6248 boxes 394-404. [Lots 60D605, 61D53, 61D134 (partial), 62D370 (partial), and 65D472]</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
19.	<p><u>Register of Reports Received and Speech Clearance Cards, 1956-1959.</u></p> <p>Arranged by type of record. Routine registers and speech clearance records.</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-71A2100 box 485</p> <p>Destroy immediately.</p>		
20.	<p><u>Records Relating to Cooperation with Other Governments, 1948-1959.</u></p> <p>Arranged by subject. Despatches, "Official- Informal" correspondence, memorandums, memorandums of conversation, communications with other governments, reports, diplomatic notes, position papers, drafts, telegrams, briefing material, agendas, and other material relating to</p>		

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21.	<p>cooperation with other governments in the area of international information activities.</p> <p>Volume on hand: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-71A6682 boxes 1119-1120 (Lot 62D136)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Guidances and Instructions, 1949-1957.</u></p> <p>Arranged by type of document. Guidances, memorandums, telegrams, drafts, airgrams, chits, memorandums of conversation, and other documentation providing guidance and instructions on public and international information activities.</p> <p>Volume on hand: 5 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A867 boxes 307-311 (Lot 60D262)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
22.	<p><u>Policy Information Statements and Infoguides, 1954-1960.</u></p> <p>Arranged by office within the Department of State that held primary responsibility. Instructions with enclosures, circulars, and infoguides prepared to inform overseas posts of policies.</p> <p>Volume on hand: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-71A2100 boxes 486-487 (Lot 62D370 (partial))</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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23.	<p><u>Records Relating to the Presidents Committee on Information Activities Abroad (Sprague Committee), 1960-1961.</u></p> <p>Arranged by document number. Documents created by the Sprague Committee during its deliberations.</p> <p>Volume on hand: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-71A2100 box 488 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;">DIVISION OF PUBLIC LIAISON (P/PL)</p>		
24.	<p><u>Subject Files of the Chief, 1945-1951.</u></p> <p>Arranged by subject. Memorandums, issuances, reports, minutes of meetings, "Domestic Policy Information Papers," "Official-Informal" correspondence, transcripts of lectures, and other material relating to activities of P/PL.</p> <p>Volume on hand: 9 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A6308 boxes 420-428 (Lot 53D387)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
25.	<p><u>Reports on Speaking Engagements, 1944-1949.</u></p> <p>Arranged chronologically. Correspondence, memorandums, reports, trip diaries, clippings, speech texts, and mimeographed speakers' reports relating to public speaking engagements by Departmental officials.</p> <p>Volume: 12 inches Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A867 box 316 (partial) (Lot 53D200)</p>		

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26	<p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Records Relating to Veterans Organizations, 1945-1950.</u></p> <p>Arranged by name of organization. Correspondence, memorandums, reports, transcripts, memorandums of conversation, and other material relating to Department of State liaison with veterans organizations.</p> <p>Volume on hand: 1 inch Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A867 box 316 (partial) (Lot 375)</p>		
27	<p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Administrative Files, 1945-1950.</u></p> <p>Arranged by subject. Correspondence, reports, memorandums, fact sheets, memorandums of conversation, and other material relating to routine and facilitative matters.</p> <p>WNRC Acc. No. 59-65A610 box 480 (lot 382)</p> <p>Destroy immediately.</p>		
28	<p><u>Administrative Files for UN Day 1949.</u></p> <p>Arranged by subject. Correspondence, reports, memorandums, press releases, publicity material, clippings, and other material relating to UN Day 1949.</p> <p>WNRC Acc. No. 59-65A610 boxes 481-482 (Lot 52-165)</p> <p>Destroy immediately.</p>		
29	<p><u>Miscellaneous Records, 1950.</u></p> <p>Arranged by name of organization. Correspondence, memorandums, and memorandums of conversation relating to miscellaneous routine and facilitative matters.</p>		

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30	<p>WNRC Acc. No. 59-65A610 box 483 (Lot 53D137)</p> <p>Destroy immediately.</p> <p style="text-align: center;">PUBLIC SERVICES (P/PS)</p> <p><u>Summary Reports on Community Meetings, 1963-1967.</u></p> <p>Arranged by location and thereunder chronologically. Correspondence, summary reports, statistical reports, and some clippings relating to community meetings.</p> <p style="padding-left: 40px;">Volume on hand: 4 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A3446 boxes 479-482 (Lot 67D514)</p> <p>PERMANENT. Transfer to the National Archives in 1999.</p>		
31	<p style="text-align: center;">PUBLIC SERVICES DIVISION (P/SEV)</p> <p><u>Subject Files, 1945-1952.</u></p> <p>Arranged by subject. Memorandums, memorandums of conversation, correspondence, transcripts, chits, notes, reports, and other material relating to the policies programs and activities of P/SEV in its work to educate the public about foreign policy issues.</p> <p style="padding-left: 40px;">Volume on hand: 4 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-65A987 boxes 1280-1281 (Lot 56D33)</p> <p>WNRC Acc. No. 59-72A6248 box 442 (Lot 56D508)</p> <p>WNRC Acc. No. 59-72A6248 box 443 (Lot 57D107)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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32	<p><u>Records Relating to Conferences and Meetings, 1948-1952.</u></p> <p>Arranged by conference or subject. Memorandums, correspondence, minutes of meetings, reports, memorandums of conversation, transcripts, agendas, and other material relating to conferences sponsored by the Department of State.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A363 box 755 (Lot 54D255)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;">SPEECH REVIEW STAFF (P/SR)</p>		
33	<p><u>Records Relating to the Stennis Committee Hearings, 1959-1962.</u></p> <p>Arranged by subject or type of record. Annotated speeches, summary sheets, transcripts of hearings, compilations, briefing material, statements, and other material generated as a result of hearings by the Special Preparedness Subcommittee of the Committee on Armed Services on the speech review process.</p> <p>Volume on hand: 6 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A3446 boxes 483-488 (Lot 65D209)</p> <p>PERMANENT. Transfer to the National Archives in 1993.</p> <p style="text-align: center;">VIETNAM COORDINATION STAFF (P/VN)</p>		
34	<p><u>Chronological File, 1965-1969.</u></p> <p>Arranged chronologically. Correspondence, memorandums, reports, and other material relating to public affairs efforts relating to Vietnam.</p> <p>Volume on hand: 1 foot</p>		

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35.	<p>Annual accumulation: 0</p> <p>WNRC Acc. No. 59-73-104 box 1 (Lot 69D193 part)</p> <p>PERMANENT. Transfer to the National Archives in 2000.</p> <p><u>Alphabetical File, 1965-1969.</u></p> <p>Arranged alphabetically by addressee or subject. Correspondence, reports, memorandums, chits, minutes of meetings, telegrams, airgrams, action memorandums, "Official-Informal" correspondence, memorandums of conversation, trip reports, and other material relating to Vietnam issues.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-73-104 box 2 (Lot 69D193 part)</p> <p>PERMANENT. Transfer to the National Archives in 2000.</p>		