

National Archives



Washington, DC 20408

Date July 1, 1991
Reply to Attn of David A. Langbart, NIRM
Subject Job No. N1-59-89-41-P
To Director, NIR

Approved
W 7/3

I recommend that Job No. N1-59-89-41-P (attached) be canceled. This job began in 1989 with a request by the Historical Office for us to visit the Bureau of Public Affairs, Office of Public Communication (PA/PC). We reported our findings to the then-FAIM. After several months, FAIM responded with a draft SF 115, Request for Records Disposition Authority. We then sent the draft, along with recommendations for revisions, to NN for review. NN concurred, and on December 26, 1989, I sent the Department a revised SF 115 for review and signing. I have contacted the Department person responsible for this schedule on numerous occasions over the past year-and-a-half all to no avail. In the meantime, PA/PC cleared out virtually all of the publications covered by the draft schedule. They sent those for the Reagan Administration to the Reagan Library and just threw others away. Failure to preserve and schedule these records can, and should, be laid squarely in the lap of the Departmental person responsible for this job. This person repeatedly showed no interest or inclination to complete this schedule despite repeated requests to do so.

Under severe budget constraints since the beginning of the Bush administration, PA/PC has ceased publishing virtually all major publications. To "replace" them, PA/PC now prepares the new Department of State DISPATCH. This is a weekly publication of "major speeches, Congressional testimony, policy statements, fact sheets, and other foreign policy information." DISPATCH is printed by the GPO so there is no real need to schedule it.

David A. Langbart

DAVID A. LANGBART
Military Appraisal Branch
Records Appraisal
and Disposition Division

Attachment

DEPARTMENT OF STATE

Office of Public Affairs

PA/PC/SPS

SF 115 ~ PA ~ PC
sent to DoS
12/26/89

1. PA Major Publication Series

Consists of publications containing major speeches and other statements by Department Principals, special reports providing background data and analyses, summaries, background information on countries, maps, charts, tables and other documents, pamphlets, bulletins, booklets on major foreign policy and international issues distributed to the public. The following series are included: Current Policy, Special Reports, GIST, Public Information Series, Selected Documents, Regional Briefs, Foreign Affairs Notes, and Update From State. (Note: If new series are begun, they are also covered.)

a. Publications dating through 1989.

(1) Record copy.

Consists of one copy of each publication in each series in existence.

Transfer to the National Archives

immediately.

(2) All other copies and pre-production material.

Destroy when no longer needed or during archival processing.

b. Publications dating from 1990.

(1) Record Copy.

One copy of each publication in each series and all subsequent issues.

Annual accumulation: 1-2 feet

PERMANENT. Cut off at the end of the calendar year. Transfer to the National Archives immediately.

(2) Indexed copy.

One copy of each publication in each series and all subsequent issues.

need to put in
circulate
Send to FAIM/IAP for indexing and filming in the FAIS (Foreign Affairs Information System).

(3) All other copies.

Destroy when no longer needed for distribution or when superseded.