

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-91-026

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/19/2020

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.


All items except the ones listed below are active

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 2 is superseded by N1-059-95-024/3

Item 3 is superseded by N1-059-95-024/1

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. N1-59-91-26	DATE RECEIVED 6/3/91
1. FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Public Affairs		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Office of Press Relations (PA/Press)			
4. NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5. TELEPHONE EXT. (202) 647-6018	DATE 6/13/91	ARCHIVIST OF THE UNITED STATES 
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 2 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 May 6, 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Betty F. Bates</i>	D. TITLE Acting Chief, Records Management Branch
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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>Daily Press Briefings and Posted Questions</p> <p>Arranged chronologically. Printed text of daily noon sessions between the Department of State Spokesperson and the press along with "Taken Questions." Format is question and answer.</p> <p>a. Bound Volumes (record set)</p> <p>Contains original transcript and any posted questions there may have been.</p> <p>Volume on hand: 8 feet Annual accumulation: 2 feet</p> <p>PERMANENT. Block by administration (4 year blocks). Retire to RSC for immediate transfer to the National Archives.</p> <p>b. All other copies.</p> <p>Destroy when no longer needed.</p>		Non-record
Copies sent to agency NN-W, NNT 6/19/91			

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

OF
10. ACTION
TAKEN
(NARS USE
ONLY)

2.

Press Releases

Arranged in chronological order. Printed texts of the Secretary of State's Press conferences and Speeches as released to the press. These are either as prepared for delivery or as delivered. Other types of information released include biographic data on Ambassadors and other high level officials and official schedules of visits of foreign dignitaries.

a. Bound Volumes (record set)

Volume on hand: 2
Annual accumulation: 1/2 foot

PERMANENT. Block by administration (4 year blocks). Retire to RSC for immediate transfer to the National Archives.

b. All other copies.

Destroy when no longer needed.

Non-record

3.

Special Briefings

Arranged in chronological order. Printed texts of special briefings held to elaborate on topics and issues of special interest or on a specified subject or topic. These briefings are given on background (unsourced) or on the record basis.

PERMANENT. Cut off at the end of the year and transfer to the Historical Office. Historical Office will hold for one year and then retire to RSC for immediate transfer to the National Archives.

4.

Press Materials from Secretary's Trips

Arranged chronologically by trip. Documentation covering the Secretary's trips. Included are transcripts of all on the record and background briefings given to the press on the Secretary's plane and at stops. Also included are announcements, schedules, itineraries, and lists.

Volume on hand: 4 feet
Annual accumulation: 1 foot but varies

PERMANENT. Block by administration (4 year blocks). Retire to RSC for immediate transfer to the National Archives.