

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-59-91-26

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

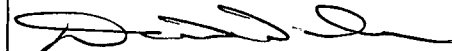
5. TELEPHONE EXT.

(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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
May 6, 1991	Betty F. Bates	Acting Chief, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><b>Daily Press Briefings and Posted Questions</b></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-6, NN-7 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	10. ACTION TAKEN (NARS USE ONLY)
2.	<p><b>Press Releases</b></p> <p>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.</p> <p>a. Bound Volumes (record set)</p> <p style="padding-left: 40px;">Volume on hand: 2 Annual accumulation: 1/2 foot</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 style="padding-left: 40px;">Destroy when no longer needed.</p>		
3.	<p><b>Special Briefings</b></p> <p>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.</p> <p>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.</p>		
4.	<p><b>Press Materials from Secretary's Trips</b></p> <p>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.</p> <p style="padding-left: 40px;">Volume on hand: 4 feet Annual accumulation: 1 foot but varies</p> <p>PERMANENT. Block by administration (4 year blocks). Retire to RSC for immediate transfer to the National Archives.</p>		

*Non-record*