

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-92-18	DATE RECEIVED 10/9/92
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 <i>Acting</i>	
3 MINOR SUBDIVISION Technical Services Branch			
4 NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5 TELEPHONE 647-7123	DATE 3/8/93	ARCHIVIST OF THE UNITED STATES <i>Raymond A. Morley</i>

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 5 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; or  has been requested.

DATE 10/6/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i> Kenneth F. Rossman	TITLE Chief, Records Management Branch
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		

## FOREIGN AFFAIRS PHOTOGRAPH COLLECTION

### 1. NEGATIVES

#### a. Black and White Negatives

Negatives relating to foreign affairs of the U.S., high level or significant State Department personnel, and foreign officials. Arranged chronologically/numerically by date photograph is made and job number.

#### b. Color Negatives

Negatives relating to foreign affairs of the U.S., high level or significant State Department personnel, and foreign officials. Arranged chronologically/numerically by date photograph is made and job number.

**DISPOSITION:** Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

#### c. Negatives of routine award ceremonies, social events, activities not related to the mission of the Department, personnel identification or passport images, and any other routine administrative or personnel related images not related to the Department's mission.

**DISPOSITION:** Destroy when no longer needed.

2. PHOTOGRAPHIC PRINTS - PERSONALITY FILE

- a. Photographs of State Department officials, including swearing-in ceremonies, other government officials (e.g. presidential, cabinet level, or other agency head level visitors), and foreign diplomats and dignitaries. Arranged in alphabetical order by name of individual.

DISPOSITION: Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

- b. 35mm Contact or proof sheets related to the in item 2a.

DISPOSITION: Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

- c. Routine photographs of State Department personnel, passport photographs or personnel related images not related to the Department's mission.

DISPOSITION: Destroy when no longer needed.

3. PHOTOGRAPHIC PRINTS - ~~PERSONALITY~~<sup>SUBJECT</sup> FILE

- a. Photographs of mission related activities of State Department offices and staff, and foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arranged alphabetically by primary subject headings and thereunder geographically by location.

DISPOSITION: Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

- b. 35mm Contact or proof sheets related to the in item 3a.

DISPOSITION: Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

- c. Photographs prints of routine award ceremonies, social events or activities unrelated to the mission of the Department.

DISPOSITION: Destroy when no longer needed.

#### 4. SLIDES

##### a. Black and White

###### a-1. Subject File

Foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arranged alphabetically by primary subject headings and thereunder geographically by location.

###### a-2. Personality File

State Department officials and foreign diplomats and officials. Arranged in alphabetical order by name of individual.

##### b. Color

###### b-1. Subject File

Foreign affairs activities of the U.S. in Washington, D.C. and around the world. Arranged alphabetically by primary subject headings and thereunder geographically by location.

###### b-2. Personality File

State Department officials and foreign diplomats and officials. Arranged in alphabetical order by name of individual.

**DISPOSITION:** Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

c. Black and white, and Color slides of routine award ceremonies, social events, activities not related to the mission of the agency, personnel identification or passport images, and any other routine administrative or personnel related images not related to the agency's mission.

**DISPOSITION:** Destroy when no longer needed.

5. POSTERS

- a. Posters related to the mission of the Department.

DISPOSITION: Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block, and transfer immediately to NARA.

- b. Routine posters unrelated to the mission of the Department.

DISPOSITION: Destroy when no longer needed.

6. INDEXES

- a. Personality Index

- b. Subject Index

- c. Numerical Index (Shelf-list)

DISPOSITION: Permanent. Arrange in 5 year blocks. Retire to RSC 5 years after the last year in the block (with the records they relate to), and transfer immediately to NARA.