



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-92-19
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/11/92
2. MAJOR SUBDIVISION Bureau of Diplomatic Security		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION Office of Security Awareness		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
John A. Cruce	647-7123	8/27/92	

**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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/28/92	 Kenneth F. Rossman	Chief, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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		

Copies sent to agency, NN-W, NNS, NNT, NCF, NIA & 9/11/92

## SECURITY AWARENESS

### 1 SECURITY AWARENESS PROGRAM - SUBJECT FILE

Informational and educational materials; brochures; Congressionals; general correspondence; memorandums; memorandums of conversation; press guidance; publications; speeches; and telegrams - dealing with - security awareness policies, programs and issues on: Department and post facilities; exhibits; the Foreign Service Institute; investigations; the Marine Corps Security Guard Program; the Materials Review Board; the Overseas Advisory Council; protection; public and media inquiries; public service campaigns; reward programs; security; technical security; terrorism; threats; and professional security training.

**DISPOSITION:** Block by year. Cut off at the end of the calendar year. Retire to RSC when 3 years old. RSC destroy when 5 years old.

### 2 PUBLICATIONS

#### a. MASTER SET OF PUBLICATIONS

One copy of each publication dealing with overall reports on terrorist activities and political violence.

**DISPOSITION:** Permanent. Retire to RSC when 3 years old. RSC transfer to WNRC after 5 years and offer to NARA after 30 years. Destroy all other publications.

#### b. DISTRIBUTION COPIES

All other publications and distribution copies.

**DISPOSITION:** Destroy when the publication is updated or is obsolete.

#### c. ART WORK

Graphic art work of all types used to make covers and illustrations for publications: camera ready copies, hard copies, negatives, photographs, photostats, etc.

**DISPOSITION** Destroy when the publication is updated or is obsolete.

### 3 MOTION PICTURE FILMS

Classified or unclassified films, originals or duplicates, not produced by or for the Department.

**DISPOSITION:** Destroy when out of date or no longer needed.

### 4 VIDEO-CASSETTE TAPES

#### a. HISTORICAL TAPES - PRODUCED BY OR FOR DEPARTMENT

Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things:

- (1) Original tapes, if no longer needed to make copies, AND 1 working copy.

**DISPOSITION:** Retire to RSC when 2 years old. RSC offer all titles to the National Archives immediately. Those not accepted for transfer to the National Archives will be destroyed when no longer needed.

- (2) Duplicate tapes:

- (a) Classified tapes

**DISPOSITION:** Destroy when out of date or no longer needed.  
GSR 21-21

- (b) Unclassified tapes

**DISPOSITION:** Erase tapes when out of date or no longer needed and reuse. GSR 21-21

#### b. TAPES - NOT PRODUCED BY OR FOR DEPARTMENT

Classified or unclassified tapes, originals or duplicates, not produced by or for the Department.

**DISPOSITION:** Destroy 1 year after a determination that tape is out of date or no longer needed.

**5 STILL PHOTOGRAPHS and NEGATIVES****a. HISTORICAL PHOTOGRAPHS, AND NEGATIVES - PRODUCED BY OR FOR THE DEPARTMENT**

Classified and unclassified photographs produced by or for the Department that cover current or historical persons, places, events, or things. This also includes photographs that are covered by copyrights which the Department has purchased a limited or unlimited right to reproduce.

Original photograph AND 1 negative, if any.

Volume on hand: 500 negatives

Annual accumulation: 100 negatives

**DISPOSITION:** Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the photographs, and negatives in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.

**b. ALL OTHER PHOTOGRAPHS - PRODUCED BY OR FOR DEPARTMENT**

Classified or unclassified photographs produced by or for the Department.

**DISPOSITION:** Destroy 3 years after a determination that they are out of date or no longer needed.

**c. PHOTOGRAPHS - NOT PRODUCED BY OR FOR DEPARTMENT**

Classified or unclassified photographs, originals, duplicates, or negatives, not produced by or for the Department.

**DISPOSITION:** Destroy 1 year after a determination that they are out of date or no longer needed.

**6 SLIDES****a. HISTORICAL SLIDES - PRODUCED BY OR FOR DEPARTMENT**

Classified and unclassified slides produced by or for the Department that cover historical persons, places, events, or things:

**Original Slides**

Volume on hand: 2,000 slides

Annual accumulation: 300 slides

**DISPOSITION:** Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the items, photographs, and slides in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.

**b. ALL OTHER SLIDES - PRODUCED BY OR FOR DEPARTMENT**

Classified or unclassified slides, originals or copies, produced for or by the Department.

**DISPOSITION:** Destroy 3 years after a determination that they are out of date or no longer needed.

**c. SLIDES - NOT PRODUCED BY OR FOR DEPARTMENT**

Classified or unclassified slides not produced by or for the Department.

**DISPOSITION:** Destroy 1 year after a determination that they are out of date or no longer needed.1