

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
DEPARTMENT OF STATE

2. MAJOR SUBDIVISION
Bureau of Inter-American Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Marria Braden

5. TELEPHONE
647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-59-93-8

DATE RECEIVED
1-21-93

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **4/4/93** ARCHIVIST OF THE UNITED STATES
[Signature]

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 ___ 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
1/21/93

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

TITLE
Department of State Records Officer

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9. GRS OR SUPERSEDED JOB CITATION 10. ACTION TAKEN (NARA USE ONLY)

1. **Office of Public Diplomacy for Latin America and the Caribbean (S/LPD and ARA/LPD)**

Note: Records covered by this schedule include, but are not limited to, Lots 85D219, 87D117, and 88D97.

Program Files, 1983-1987. Arranged by subject, country, or type of records. Correspondence, memorandums, notes, chits, drafts, telegrams, speeches, reports, question and answer sheets, briefing books and other briefing materials, statements, clippings, and other documentation relating to the policies, plans, operations, and activities of the office.

Volume on hand: Approximately 12 feet.
Annual accumulation: 0

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2017, or sooner if negotiated with the Department of State.

Copies sent to agency, NN-W, NNT, NCF, NIA 2/1/93

2. **Chronological Files, 1983-1987.** Arranged chronologically. Memorandums, correspondence, drafts, telegrams, reports, clippings, notes, chits, memorandums of conversation, publications, and other material relating to the policies, plans, operations, and activities of the office.

Volume on hand: Approximately 3 feet.

Annual accumulation: 0

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2017, or sooner if negotiated with the Department of State.

3. **Publications, 1983-1987.** Publications generated by the Office of Public diplomacy for Latin america and the Caribbean for domestic and foreign distribution.

Volume on hand: Approximately 1 foot.

Annual accumulation: 0

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2017, or sooner if negotiated with the Department of State.

4. **Logs and Calendars.** Arranged by type of records and thereunder chronologically. Telephone logs and appointment calendars of the head of the office.

Volume on hand: Approximately 1/2 foot.

Annual accumulation: 0

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2017, or sooner if negotiated with the Department of State.

5. **Contractor Files.** These records cover the contractual arrangements LPD made with various individuals and organizations to produce reports, publications, studies, and other

things. Some files contain a copy of the final product.

Volume on hand: Approximately 1/2 foot.
Annual accumulation: 0

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2017, or sooner if negotiated with the Department of State.

[At the time of archival processing, records relating to administrative matters, travel, and personnel issues (approximately 2 feet) covered by various items in the GRS should be destroyed. Included are time and attendance reports, personnel files, leave statements, and travel vouchers.]