

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-59-93-20</i>	DATE RECEIVED <i>12-18-92</i>
1. FROM (Agency or establishment) <i>Department of State</i>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <i>Bureau of African Affairs</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <i>Public Affairs Staff</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Betty Bates</i>	5. TELEPHONE <i>(202)647-6018</i>	DATE <i>5-18-93</i>	ARCHIVIST OF THE UNITED STATES <i>Cathy Huskamp Peterson</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 3 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 <i>11/30/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rosman</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 9 items for Bureau of African Affairs, Public Affairs Staff.		

1. Africa U.S. Press

Summaries of daily newspaper clippings from U.S. newspapers which are circulated throughout the AF Bureau and AF foreign service posts.

Destroy when 4 months old.

2. Press Guidance File

Arranged by country and date. Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.

DISPOSITION: Destroy when 1-1/2 years old.

3. Speeches by the AF Assistant Secretary

Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on site during visits to other countries.

DISPOSITION: Permanent. Cut off at the end of incumbent's tenure. Retire to the Records Service Center (RSC) immediately. Transfer to the National Archives when 30 years old.

4. Speeches by Principal Deputy Assistant Secretary and Deputy Assistant Secretaries and various other individuals

Speeches, statements, press conferences by above named principals and various individuals -- Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.

DISPOSITION: Destroy when no longer needed for reference.

5. Investment Climate Report

Data obtained from the Foreign Economic Trends (Commerce Departmental publication) and published annually for the Trends Investment Conference. No new information is added to it.

DISPOSITION: Destroy when superseded or when no longer needed in current operations.

6. AF Press Clips (Discontinued in 1991)

- a. Back issues in file

DISPOSITION: Destroy when no longer needed for current operations.

- b. Compiled set dated 1989-91

DISPOSITION: Transfer immediately to the Department of State Library.

7. Speaker Bio Files

Biographic data on Bureau principals which is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.

DISPOSITION: Destroy when superseded or when tenure of principal is terminated.

8. South African General Files

Collection of notebooks containing reference documents on South Africa, i. e. speeches, reports, press conferences, articles from publications, briefing and background papers, Q's and A's, presidential actions, etc.

DISPOSITION: Destroy when no longer needed for current operations.

9. Compiled articles from four magazines which were distributed throughout bureau

DISPOSITION: Destroy when no longer needed.