

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

Office of Press and Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Marria Braden

647-6011

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-59-94-5

DATE RECEIVED

5/26/95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

JUN 9 1995

ARCHIVIST OF THE UNITED STATES

John W. Carl

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

5/18/95

SIGNATURE OF AGENCY REPRESENTATIVE

Kenneth Flossman

TITLE

Department of State
Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Copy sent to Agency 6/27/95

OFFICE OF PRESS AND PUBLIC AFFAIRS

1. Press Guidance Files.

Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with foreign relations between the U.S. and various inter-American countries. Also included is an index compiled by PA of daily press briefings approved for use by the Office of Press Relations. Files document activities in the fields of business, consular, economic, military and defense, operations, political, social and technology and science.

DISPOSITION: Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

2. Public Speaking Files.

Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

DISPOSITION: Block files by calendar year. Retain block in office 1 year then destroy.

3. General Correspondence from the Public.

Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments or other remarks on various inter-American issues.

DISPOSITION: Destroy when 3 months old.

4. News Media Files

Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

DISPOSITION: Block files by calendar year. Retain block in office 1 year then destroy.

5. Transcript Files

Written transcripts of interviews given by the Assistant Secretary for Inter-American Affairs. Original transcript maintained by the Office of the Assistant Secretary.

DISPOSITION: Block files by calendar year. Retain block in office 1 year then destroy.

6. Discovery Request Case Files

Memorandums requesting a search and production of records relating to pending litigation. Included are plaintiff's request for production of documents, memorandum and order, plaintiff's memorandum in support of their motion for a temporary restraining order, discovery update and action request from offices conducting the search and copies of those documents related to the search which consist of telegrams, memorandums, letters, etc.

a. Control Records

DISPOSITION: Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.

b. Reproduced Documents

Upon advice of the Office of Legal Adviser transfer to RSC as part of Litigation Case File.

7. ARA News Roundup.

Copies of newspaper and magazine articles about the ARA area and related issues.

DISPOSITION: Destroy when no longer needed.