

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 N1-59-95-19	DATE RECEIVED 4/16/96
1. FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Near Eastern Affairs			
3. MINOR SUBDIVISION Office of Public Affairs		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE	
Pat Magin		647-6021	
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4-10-96	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Cruce</i>	TITLE John Cruce Records Officer	

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 GRS OR SUPERSEDED JOB CITATION	10.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

MAY - 9 1996

*copy to: Agency, NCF
NNT*

Office of Public Affairs

1. Press Guidance

Daily submissions of Questions and Answers to the Bureau of Public Affairs, Press Relations for the daily Department of State press briefings on Middle Eastern issues .

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

2. Briefing Transcripts

Copies of the transcript of the final daily press briefing from PA/PRESS.

DISPOSITION: Block files annually. Destroy when 1 years old.

3. Reference Material

Copies of transcripts on Middle Eastern issues delivered by the White House and Secretary of State; background information on Middle Eastern organizations and journalists; country files containing copies of questions and answers, background material, travel advisory, consular sheets, etc. that are used for reference purposes.

DISPOSITION: Destroy when no longer needed.