

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.