



## **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.