

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 Public Affairs

3. MINOR SUBDIVISION
 Office of Press Relations (PA/PRESS)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
 Betty Bates (202) 647-6018

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-59-95-24**

DATE RECEIVED **6/17/96**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **6-21-96** ARCHIVIST OF THE UNITED STATES
John W. Paul

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 4 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 **06/11/96** SIGNATURE OF AGENCY REPRESENTATIVE *John T. Cruise* TITLE **Department of State 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 GRS OR SUPERSEDED JOB CITATION	10.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 attached 8 items for PA/PRESSS.		

BUREAU OF PUBLIC AFFAIRS
Office of Press Relations

1. Background and Special Briefings by Senior Officers of the Department, including Assistant Secretaries (combination of NC1-59-82-2 and N1-59-91-26)

Arranged in chronological order. Printed texts of special briefings held to elaborate on topics and issues of special interest or on a specified subject or topic. These briefings are given on a background or on-the-record basis.

Permanent. Retire to RSC when 5 years old for immediate transfer to the National Archives.

2. Press Guidance Used for Daily Briefings (formerly NC1-59-83-3)

Package of anticipated questions and suggested answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Package is arranged by region and country and is covered by an index sheet. Package is distributed throughout PA and the Department, USUN, Department of Defense, White House, and USIA.

DISPOSITION: Permanent. Retire to RSC when 12 months old. Transfer to the National Archives when 5 years old.

3. Statements Issued by the Department (formerly Press Releases)

Arranged in chronological order. Printed statements on various subjects issued by the Department, including texts of the Secretary of State's and seventh floor Principals' press conferences and speeches as released to the press. These are either as prepared for delivery or as delivered. Other types of information released include biographic data on Ambassadors and other high level officials, prepared statements for Congressional testimony and notices to the press.

- a. Record Set (no longer bound)

DISPOSITION: Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives (N1-59-91-26, item 2a)

- b. All other copies

DISPOSITION: Destroy when no longer needed. (N1-59-91-26, item 2b)

4. Computer Files

- a. Tracking system

Comprised of tasking list of questions from PA/PRESS to regional bureaus. These are the questions used to generate item 2.

DISPOSITION: Delete information when no longer needed.

- b. Index to Press Guidances

DISPOSITION: Delete after it is printed and copied and made a part of item 2.

5. Verbatim Transcripts of TV News Reports on Foreign Policy Items

Verbatim transcripts on foreign policy items on the evening news (t.v.). Provided on a daily basis by a contractor.

DISPOSITION: Destroy after distribution throughout the Department and they are no longer needed.

6. News Clippings on Foreign Policy Items

Articles clipped from various newspapers and news magazines.

DISPOSITION: Destroy after distribution throughout the Department and when no longer needed.

7. Transcripts of Secretary of State Interviews Arranged by PA/PRESS

Arranged in chronological order. Printed transcripts of one-on-one interviews, arranged by PA/PRESS, of the Secretary of State with individual journalists or groups of journalists. Included are Briefing Memoranda to the Secretary outlining the requests and Action Memoranda delineating logistics of approved requests.

DISPOSITION: Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.

8. Media Correspondents' Records

A working file. Originals sent to Diplomatic Security. Copies of forms, letters and other correspondence relating to building passes for all correspondents (t.v., radio, magazine, etc.) desiring access to the Department of State. Arranged in alphabetical order by name of correspondent.

DISPOSITION: Destroy when no longer needed for operations. (formerly NN-166-59).