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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |                                |
| 1. FROM (Agency or establishment)<br>Department of State                                 |                                |
| 2. MAJOR SUBDIVISION<br>Bureau of Public Affairs   |                                |
| 3. MINOR SUBDIVISION<br>Office of Public and Intergovernmental Liaison (PA/PIL)          |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Betty Bates                                     | 5. TELEPHONE<br>(202) 647-6018 |

|   |   |
|---|---|
| <b>LEAVE BLANK (NARA use only)</b>  |   |
| JOB NUMBER<br>N1-59-95-26   |   |
| DATE RECEIVED<br>5/31/96  |   |
| NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>6-10-96   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</i> |

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 6 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<br>05/27/96 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>John A. Cruce</i> | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION | 10.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 17 items.                          |                                   |                                  |

JUN 12 1996 *MHW* *copy to: Agency NCF*

BUREAU OF PUBLIC AFFAIRS  
Office of Public and Intergovernmental Liaison

GENERAL FILE

1. Speakers' Biographic File

Biographical information and/or pictures of Department officials who have at one time or another participated in speaking engagements. Arranged in alphabetical order by name.

DISPOSITION: Destroy when officer has left Government or is deceased or sooner if no longer needed. (NC1-59-84-6, item 8)

DIRECTOR'S FILES

2. Principals' and Ambassadors' Biographic File

Biographic information and pictures of Department Principals and Ambassadors participating in speaking engagements. Arranged in alphabetical order by name.

DISPOSITION: Transfer to PA/HO when no longer needed.

3. Speaking Requests/Engagements Files

Memoranda requesting clearances for speaking engagements for Department Principals (arranged by name of Principal)

DISPOSITION: Destroy when 4 years old or when there is a change in Administration.

4. Speaker Travel Files

a. Paper Files

An accounting of billing and payment for travel expenses of Department speakers. Item b contains the same information.

DISPOSITION: Destroy when 5 years old.

b. Computer file (formerly Public Affairs Speaker Tracking Master)

On-line tracking system containing a listing of Department speakers on various topics. Enables the bureau to maintain an accounting of speaking engagements, sponsoring institutions, speakers, and billing and payment information for travel.

DISPOSITION: Destroy when active agency use ceases. (NC1-59-83-4, item 30)

### WASHINGTON PROGRAMS DIVISION

5. Speaking Engagements Chronological File

Chronological file containing copies of all outgoing correspondence related to speaking engagements. The communications in this file are copies of those filed elsewhere by subject or event. This file is shared by the Washington Programs Division and the Regional Programs Division.

DISPOSITION: Destroy when 1 year old or when no longer needed.

6. Principal Coordinator Files for the Secretary of State (formerly Speaking & Media Engagements Files for the Secretary)

Correspondence and documentation created in the coordination of speaking and media engagements for the Secretary of State. Consist of action and briefing memoranda, congressional correspondence, etc.

DISPOSITION: Destroy after term of office has ended.  
(NC1-59-84-6, item 11)

7. Speaking and Media Engagement Files for the Principals of the Department

Arranged by name of Principal or the office. Correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary, Under Secretaries and other Principals of the Department.

DISPOSITION: Destroy after term of office has ended.  
(NC1-59-84-6, item 12)

## REGIONAL PROGRAMS DIVISION

8. Regional Town Meetings (formerly Regional Conference Files)
- a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.
- DISPOSITION: Destroy 2 years after conference.  
(NC1-59-84-6, item 9a)
- b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.
- DISPOSITION: Destroy when 25 years old.  
(NC1-59-84-6, item 9b)

## INTERGOVERNMENTAL AFFAIRS STAFF

9. Subject Files
- Arranged in alphabetical order by subject. E-mail, action/briefing memoranda, interviews, newspaper articles, business & trade information, correspondence and other documentation promoting Department relations with state and local governors, mayors, and state legislators.
- DISPOSITION: Destroy when 2 years old.
10. State Legislation Files
- Arranged alphabetically by State. Copies of State legislation and related correspondence.
- DISPOSITION: Destroy when superseded.
11. Bureau of International Exhibitions Files
- Arranged by exhibition and date. Memoranda, background information, exhibition legislation and regulations, history of exhibitions, copies of contracts and correspondence pertaining to.
- DISPOSITION: Destroy 4 years after the exhibition.

12. IGA Chronological Files

Incoming and outgoing correspondence which is not duplicated elsewhere.

DISPOSITION: Destroy when 2 years old.

13. Overseas Missions Files

Arranged chronologically and by organization. Correspondence, cables, memoranda, facsimiles, itineraries, meeting agendas and other documentation accumulated while assisting IGAs with state trade missions abroad.

DISPOSITION: Destroy 2 years after mission.

14. Programs Files

Arranged chronologically. Meeting agendas, biographical information, guests lists, e-mail, and other documentation accumulated while arranging Departmental briefings for IGAs.

DISPOSITION: Destroy when 4 years old.

15. Meetings with State and Local Governments

Arranged chronologically. Meeting agendas, contacts lists, rosters, correspondence, briefing memoranda conveying speaking instructions, acceptance lists, foreign policy briefing information, meeting reports and other documentation accumulated while assisting State and local governments with export and investment activities.

DISPOSITION: Destroy when 4 years old.

16. Intergovernmental Associations Files (IGAs)

Arranged alphabetically by organization. Publications, news releases, briefing material, newspaper articles/clippings, membership rosters, memoranda, membership directories.

DISPOSITION: Destroy information when superseded.

17. States Files

Arranged alphabetically by State. Biographic information on State governors and mayors, facsimiles, letters, memoranda, meeting reports, information kits, copies of congressionals, State booklets, copies of agreements and other documents related to States.

**DISPOSITION:** Destroy information when superseded.