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|------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |                | <b>LEAVE BLANK (NARA use only)</b>                                                                                                                                                                          |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |                | JOB NUMBER                                                                                                                                                                                                  | NI-59-95-27                    |
| 1. FROM (Agency or establishment)<br>Department of State                                 |                | DATE RECEIVED                                                                                                                                                                                               | 6/19/96                        |
| 2. MAJOR SUBDIVISION<br>Bureau of Public Affairs                                         |                | NOTIFICATION TO AGENCY                                                                                                                                                                                      |                                |
| 3. MINOR SUBDIVISION<br>Office of the Assistant Secretary                                |                | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER                                                    | 5. TELEPHONE   | DATE                                                                                                                                                                                                        | ARCHIVIST OF THE UNITED STATES |
| Betty Bates                                                                              | (202) 647-6018 | 7-15-96                                                                                                                                                                                                     | <i>John W. Paul</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 3 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    | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE                               |
| 6/18/96 | <i>John A. Cruise</i>              | 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) |
|-------------|-----------------------------------------------------------------------|-----------------------------------|----------------------------------|
| 7.          | See attached 7 items for the Office of the Assistant Secretary in PA. |                                   |                                  |

JUL 19 1996 *MAV copy to: agency, NCF, NNT*

BUREAU OF PUBLIC AFFAIRS  
OFFICE OF THE ASSISTANT SECRETARY

PRINCIPAL DEPUTY ASSISTANT SECRETARY/SPOKESMAN

1. Subject and Correspondence Files.

Faxes, e-mail, memoranda, press releases, meeting notes, talking points, briefing texts, news clippings, background and fact sheets, statements and speeches, copies of press briefings and other material accumulated by the Department's Spokesman. Arranged by subject.

DISPOSITION: Permanent. Retire to RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DEPUTY ASSISTANT SECRETARY FOR PUBLIC AFFAIRS

2. Speech and Writings Files.

Arranged by subject. Background and reference material being used or to be used in drafting speeches for the Secretary of State, various versions of speeches for the Secretary, speech outlines, policy decisions to be used in the speeches, correspondence, and final versions of speeches.

- a. Initial drafts, drafts with Secretary's comments, input memorandums and correspondence, reading copy, and final text.

DISPOSITION: Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

- b. All other material.

Destroy when no longer needed.

3. Subject Files.

Memorandums, reports, and correspondence relating to issues surrounding the compilation, declassification, and publication of the series *Foreign Relations of the United States*.

**DISPOSITION:** Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

#### FRONT OFFICE

4. Staff Assistant's Files

S/S taskers and red borders, documentation bearing S/S numbers, copies of congressionals, e-mail, memoranda, chronological files, staff meeting notes, quarterly reports, management reports, policy and procedural files.

**DISPOSITION:** Permanent. Retire to RSC when 2 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

5. Press Guidance Package

Package of anticipated questions and answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Record copy provided by PA/PRESS.

**DISPOSITION:** Destroy when 6 months old.

6. Statements, Press Conferences, Speeches of Principals

Statements, press conferences, and speeches made by Department Principals in S/S, D, P, E, T, M, and C. Maintained in notebooks in chronological order.

**DISPOSITION:** Destroy when 1 year old.

7. White House Statements

Faxed copies of White House statements on various subjects.

**DISPOSITION:** Destroy when 6 months old.