

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-96-1
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	4/8/96
2. MAJOR SUBDIVISION Bureau of Consular Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Public Affairs & Policy Coordination		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
Marria Braden	647-6011	4-15-96	<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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4-1-96	John A. Cruce <i>John A. Cruce</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	See attached.		

**BUREAU OF CONSULAR AFFAIRS  
OFFICE OF PUBLIC AFFAIRS AND POLICY COORDINATION**

1. Press Guidance Files

Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with immigration between the US and various countries. Files document passport and visa activities regarding American citizens.

**DISPOSITION:** Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

2. Public Speaking Files

Letters from private organizations requesting Department officials to address consul-related topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams and other related correspondence on the acceptance or denial of engagement.

**DISPOSITION:** Block files by calendar year. Retain block in the office 1 year, then destroy.

3. General Correspondence from the Public

Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments regarding consular matters.

**DISPOSITION:** Destroy when 3 months old.

4. Country Files

Arranged alphabetically by name of country. Duplicate copies of telegrams, newspaper articles, background notes, post correspondence and other related materials. Documents activities and issues related to consular matters regarding American citizens in a specific country.

**DISPOSITION:** Block files by calendar year. Destroy when 1 year old.

## 5. News Media Files

Memorandums submitted to the Bureau of Public Affairs requesting acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

**DISPOSITION:** Block files by calendar year. Retain block in office for 1 year, then destroy.

## 6. Subject Files

Arranged alphabetically by subject. Copies of press articles, telegrams, background notes, public inquiries, reports, White House statements and other documents on visas and passport matters.

**DISPOSITION:** Block files by calendar year. Destroy when 1 year old.

## 7. Publication Files

Publications issued by the Bureau of Consular Affairs to inform the public and "in-house" publications such as Consular Update.

### a. Master File.

**DISPOSITION:** Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

### b. All other copies.

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

## 8. Policy and Legislative Files

Memoranda, transcripts, testimonies, questions and answers submitted to the Bureau of Consular Affairs requesting input to legislation pertaining to consular activities. These records contain significant documentation relating to the coordination and implementation of visa and passport policy, Congressional relations, and the development of related legislation.

**DISPOSITION:** Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

## 9. Travel Advisory/Travel Warning Files

Advisories and warnings made by CA to alert the public to safety issues relating to travel in foreign countries.

**DISPOSITION:** Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

## 10. Consular Information Sheets

Information sheets on various countries issued for the information of US citizens traveling abroad.

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

## 11. Consular Affairs Press Clips

Facsimile "publication" of newspaper and magazine articles about consular affairs matters.

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