

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-99-4	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 04/09/2001	
2 MAJOR SUBDIVISION Bureau of European and Canadian Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Policy and Public Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Marria Braden	5 TELEPHONE 261-8339	DATE 6-6-01	ARCHIVIST OF THE UNITED STATES <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 _____ 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 4/4/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret J. Peppe</i>	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

Bureau of European and Canadian Affairs

Office of Policy and Public Affairs

1. Country Files.

Documents reflect activities and issues related to a specific country. Included are background notes, press articles, post correspondence, general correspondence, and other related material.

a. Official Files.

DISPOSITION: Destroy when 1 year old

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

2. Subject Files.

Consist of press articles, background notes, reports, White House statements, speeches and other related documents on press issues

a. Official Files.

DISPOSITION: Destroy when 1 year old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

3. European U.S. Press.

Summaries of daily newspaper clippings from U.S. newspapers that are circulated throughout the EUR Bureau and Foreign Service posts.

a. Official Files.

DISPOSITION: Destroy when 4 months old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

4. Press Guidance Files.

Questions and answers prepared for the Department of State Spokesperson to be used during the daily noon press briefings.

a. Official Files.

DISPOSITION: Destroy when 2 years old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION. Destroy/delete within 180 days after recordkeeping copy has been produced.

5. Assistant Secretary's Speeches.

Copies of speeches, statements and interviews to the press, Congress and conferences. Also, included are press conferences held on-site during visits to other countries.

a. Official Files.

DISPOSITION: Permanent. Cuff off at the end of incumbent's tenure. Retire to the RSC immediately for transfer to the WNRC Transfer to the National Archives when 25 years old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

6. Speeches (Deputy Assistant Secretary's and other individuals).

Speeches, statements, press conferences by above named principals and various individuals Senators, UN Secretary General, Department officials, the President, the Secretary and high level officials of other countries.

a Official Files.

DISPOSITION: Destroy when no longer needed for reference.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

7. Speaker Bio Files.

Biographic data on Bureau principals that is provided upon request from individuals or organizations to which principals are speaking, meeting or visiting.

a. Official Files.

DISPOSITION: Destroy when superseded or when tenure of principal is terminated.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.