

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-059-95-025

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/23/2025

### ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1

### SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 is superseded by DAA-GRS-2016-0005-0001 (GRS 6.4, item 010).

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# 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 Public Communications (PA/PC)

4. NAME OF PERSON WITH WHOM TO CONFER

Betty Bates

5. TELEPHONE

(202) 647-6018

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-59-95-25

DATE RECEIVED

5/31/96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

6-10-96

*John W. Carl*

## 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 ~~one~~ 1 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
05/27/96	<i>John A. Cruse</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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>PUBLIC INFORMATION DIVISION</p> <p>Red Border File</p> <p>S/S originated taskers -- congressionals and other correspondence.</p> <p>DISPOSITION: Destroy when 2 years old.</p>		
2	<p>Correspondence Statistics File</p> <p>Daily, weekly, and monthly office work statistics, e.g. number of daily phone calls received and amount of mail opened and responded to.</p> <p>DISPOSITION: Destroy when 6 months old.</p>		