| | | | | | | | RA use only) | |
|--|---|---|--|---|---|--|--|--|
| (See Instructions on reverse) | | | | | N1-59-01-13 | | | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | | | | DATE RECEIVED 5/1/2001 | | | |
| 1. FROM (Agency or establishment) | | | | | NOTIFICATION TO AGENCY | | | |
| Department_of_State 2. MAJOR SUBDIVISION | | | | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, | | | |
| <u>Bureau of Consular Affairs (CA)</u> 3. MINOR SUBDIVISION | | | | | including a | imendments, is a | pproved except | |
| ice of | Public Aff | airs and P | licy Coord | linatio | | | | |
| • | | | | | 8-21-01 | Ashew | Carl | |
| ENCY CE | RTIFICATION | | · | | | | | |
| that the rous agency General A ncies, | ecords proposed or will not be accounting Offi | for disposal or needed after th ce, under the p | n the attached _ e retention per rovisions of Tit | page iods speci tle 8 of the | e(s) are not no fied; and tha e GAO Manu | ow needed fo t written con al for Guida | or the busine currence fro nce of Feder | |
| 13 | ····· | | | | nas deen rec | luestea. | | |
| 3/2001 | | | ppe - | Recor | ds Offic | er, A/RP | s/IPS/PP | |
| 8. (| DESCRIPTION O | F ITEM AND PRO | DPOSED DISPO | SITION | SUP | ERSEDED | 10. ACTION TAKEN (N. USE ONI | |
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Consular Affairs // Office of Public Affairs and Policy Coordination

Public Service Announcement Files. A collection of broadcast *Public Service* Announcements (PSA) dating from 1976 to present which are in electronic media, audiotape and videotape. Two of the announcements are on phonograph type recordings. Some PSAs were prepared in both broadcast formats and others were in just a single format. All of the PSAs were prepared by the Consular Affairs staff for use by domestic broadcasters to inform overseas travellers. Some were also produced in a foreign language version, which was distributed to foreign language and ethnic broadcasters.

a. PSA Files.

1. Scripts, distribution lists, and other supporting information related to each PSA produced. Filed by title.

Temporary. Retain 4 years, then destroy.

2. <u>Electronic version of records created</u> by electronic mail and word processing Obsolete. The se applications. Reported on 2/8/19 by Temporary. Delete after recordkeeping copy has been produced. Mark Sgambefferd

b. Broadcast tapes of Public Service Announcements produced by CA and distributed to domestic broadcasters to provide to the public routine procedures, practices, and guidance related to travel abroad. All of the PSAs are in their original broadcast media (audio and video format).

Temporary. Retain for 4 years, then destroy.