

Request for Records Disposition Authority	
(See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	US Department of State
2 Major Subdivision	Bureau of Administration
3 Minor Subdivision	Executive Office/BNet
4 Name of Person with whom to confer Alice Shukla	5 Telephone (include area code) (202) 261-8696

Leave Blank (NARA Use Only)	
Job Number	N1-59-10-21
Date Received	07/28/10
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	3 May 2011
Archivist of the United States	

**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 2 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     
  has been requested

Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 07-13-2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached		

**BUREAU OF ADMINISTRATION  
EXECUTIVE OFFICE – BNet  
Records Disposition Schedule**

Background BNet is “The Diplomacy Channel,” the Department’s video source for diplomatic and internal events. BNet Online is the web version of BNet TV.

**Item 1            BNet Intranet Website**

**Description:** Website content and all related web management and operations records Web content consists of information about the BNet TV schedules, search functionality of videos on demand, downloads of video programs, and information on using the video systems

**Disposition:** Temporary Delete/destroy when superseded, obsolete, or no longer needed

**DispAuthNo:** Pending (new item)

**Item 2            BNet Weekly Program**

**Description:** Consists of a content management system that identifies, indexes, and schedules the video programs broadcast on BNet Live and on BNet TV

**Disposition:** Temporary Destroy when 2 years old or when no longer needed, whichever is later

**DispAuthNo:** Pending (new item)

**Item 3            BNet Video Clip Collection**

**Description:** Consists of BNet video clip programs that were shown on-air or on-line through the BNet broadcasting systems Video programs come from a variety of sources, including C-SPAN video feeds of Congressional events and hearings, bureaus and posts videos of meetings and presentations, and video programs from the Department’s Public Affairs office

**Disposition:** Temporary Destroy when 2 years old or when no longer needed, whichever is later

**DispAuthNo:** Pending (new item)