REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only) JOB NUMBER	
(See Instructions on reverse)		N1-59-95-19	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 4/16/96	
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,	
Bureau of Near Eastern Affairs		including amendments, is approved except for items that may be marked "disposition	
3. MINOR SUBDIVISION - Office of Public Affairs		not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE ARCHIVIST OF THI	UNITED STATES
Pat Magin	647-6021	5-2-96 Cohell	. Carl
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, X			
ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED TAKEN (NAF			10. ACTION TAKEN (NARA
NO.		JOB CITATION	USE ONLY)
See Attachment			·

115-109

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MAY - 9 1996 copy to: agency, NCIZ

Office of Public Affairs

1. Press Guidance

Daily submissions of Questions and Answers to the Bureau of Public Affairs, Press Relations for the daily Department of State press briefings on Middle Eastern issues.

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

2. Briefing Transcripts

Copies of the transcript of the final daily press briefing from PA/PRESS.

DISPOSITION: Block files annually. Destroy when 1 years old.

3. Reference Material

Copies of transcripts on Middle Eastern issues delivered by the White House and Secretary of State; background information on Middle Eastern organizations and journalists; country files containing copies of questions and answers, background material, travel advisory, consular sheets, etc. that are used for reference purposes.

DISPOSITION: Destroy when no longer needed.