		, T
REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NAR JOB NUMBER	A use only)
(See Instructions on reverse)	N1-59-95-19	
^{O:} NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED 4/16/0	<u>کا</u>
1. FROM (Agency or establishment)	NOTIFICATION TO A	GENCY
Department of State MAJOR SUBDIVISION	In accordance with the pro	visions of 14
Bureau of Near Eastern Affairs	U.S.C. 3303a the disposition including amendments, is ap	ion request,
B. MINOR SUBDIVISION - Office of Public Affairs	for items that may be marke not approved" or "withdrawn"	d "disposition
. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE	DATE ARCHIVIST OF TH	IE UNITED STATES
Pat Magin 647-6021	5-2-96 John U	. Cal
I hereby certify that I am authorized to act for this agency in matters p and that the records proposed for disposal on the attached 2 pag of this agency or will not be needed after the retention periods spec the General Accounting Office, under the provisions of Title 8 of th Agencies, is not required; is attached; or	e(s) are not now needed for cified; and that written conc le GAO Manual for Guidar has been requested.	the business urrence from the of Federal
	John Cruce	
4-10-96 John A. Creece	Records Officer	·····
7. EM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR/ USE ONLY)
See Attachment		
15-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE	STANDARD FORM	115 (REV. 3-9 cribed by NAR 36 CFR 122

. .

.

1996	сору,	to: Agency NNT	, NCE
		10101	

-

MAY _ 9

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.