

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

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
 Betty Bates 202-647-6018

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-59-92-11*

DATE RECEIVED *7/6/92*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *7/14/92* 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 3 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 <i>6/26/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Kenneth F. Rossman, Chief Records Management Branch
------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

Copies sent to agency, NN-W, NNT, NIA. 7/17/92

Department of State
Bureau of Public Affairs
Office of Public Communications

N1-59-92-11
Page 2 of 3

1 PA Major Publications Series

Consists of publications containing major speeches and other statements by Department Principals, special reports providing background data and analyses, summaries, background information on countries, maps, charts, tables and other documents, pamphlets, bulletins, booklets on major foreign policy and international issues distributed to the public. The following series are included or have been at one time: *Current Policy, Special Reports, GISTS, Bulletin, Background Notes, Public Information Series, Selected Documents, Regional Briefs, Foreign Affairs Notes, Atlas, Update From State and Dispatch.* (Note: If new series are begun, they are also covered.)

a. Publications dating through 1990

1. Record copy

Consists of one copy of each publication in each series in existence.

DISPOSITION: Permanent. Transfer to the National Archives immediately.

Lots # 91D405, 90D259, 89D354, 89D237, 88D319, 88D408, 88D406, 88D430, 85D326

Volume: 68 cu. ft.

Annual Accumulation: 0

2. All other copies, pre-production material, and records relating to distribution

DISPOSITION: Destroy when no longer needed or during archival processing.

Department of State
Bureau of Public Affairs

N1-59-92-11
Page 3 of 3

b. Publications dating from 1991

1. Record copy

One copy of each publication in each series and all subsequent issues

DISPOSITION: Permanent. Send to OIS/IA/RB to be indexed and filmed for inclusion in the Central Foreign Policy File. After indexing and filming, cut off at the end of the calendar year and retire to RSC. Transfer to the National Archives immediately.


Volume on hand: 8 cu. ft.
Annual accumulation: 1 cu. ft.

2. All other copies

DISPOSITION: Destroy when no longer needed for distribution or when superseded.