

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-59-24-6	
DATE RECEIVED	
11-30-83	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
3-31-87	<i>James S. Bandy</i>
<small>Date</small>	<small>Archivist of the United States</small>

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF STATE

2 MAJOR SUBDIVISION
BUREAU OF PUBLIC AFFAIRS

3 MINOR SUBDIVISION
OFFICE OF PUBLIC PROGRAMS

4 NAME OF PERSON WITH WHOM TO CONFER

BETTY BATES

5 TEL EXT
632-8806

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
11/30/83	<i>Stanley Murphy</i>	CHIEF, RECORDS MANAGEMENT STAFF (ACTING)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Bureau of Public Affairs, Office of Public Programs (PA/PP), is organized by function into three Divisions: Washington Programs (PA/PP/WP), Regional Programs (PA/PP/RP), and Media Programs (PA/PP/MP). Records are maintained on a decentralized basis within each Division.</p> <p><u>Washington Programs Div. (PA/PP/WP)</u></p> <p>Executive & Scholar Diplomat Seminar Files</p> <p>Correspondence and other documentation created in arranging seminars for university and college faculty (Scholar Diplomats) and international business executives (Executive Diplomats) for the purpose of providing professional exchange of opinion and expertise between scholars, business executives, and Department officials.</p> <p>a. Seminar Application File</p> <p>Consists of applications and other correspondence on future seminars. Arranged by Regional Bureau hosting seminar and then by</p>		<i>18 items</i>

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAFETY OF JOB NO	10 ACTION TAKEN
	<p>date of the seminar.</p> <p>Destroy two years after seminar.</p> <p>b. Seminar Subject File</p> <p>Correspondence, reports, news & media articles, schedules, information on speakers, contacts, etc which are of general nature and do not belong to any specific seminar.</p> <p>Destroy when 5 years old.</p> <p>c. Seminar Documentation Master File</p> <p>Master file of all seminars kept in a notebook binder. For each seminar, documentation includes a program, list of participants, host officer list and picture.</p> <p>Destroy when 25 years old.</p> <p>d. Seminar Files</p> <p>Consist of correspondence, list of participants, speakers, biographic data, schedules, room reservations, etc. Completed seminar files are kept in file cabinet arranged by date. Pending ones are kept by case officers on their desks. This file contains more information on seminars than is retained in Master File.</p> <p>Destroy when 2 years old.</p> <p>e. University File</p> <p>Duplicate of information on individuals who attended Scholar Diplomat seminars. Files arranged chronologically by university and used primarily for research on university participation in Scholar Diplomat program.</p> <p><i>Destroy when no longer needed for research a reference</i></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OF JOB NO	10 ACTION TAKEN
2	Special Briefing Files Consist of correspondence, applications, program evaluation reports, speaker information, biographic data, room reservations, etc. and other documentation created in providing special briefings to a wide spectrum of groups, ranging from top leadership groups to high school students. Destroy 2 years after briefing.		
3	National Conference Files a. Consist of correspondence, program, evaluation reports, speaker information, etc. created in arranging national conferences with opinion leaders from non-governmental organizations, business and labor, the media, state and local government and other private sector areas. Destroy when 2 years old b. Policy File consisting of correspondence, memoranda, reports, etc. on significant policy and program matters. Destroy when 25 years old		
4	Scholar & Diplomat Card File A control card file used along with seminar applications file. Cards contain names of all scholar and diplomat scholars and serves as a research aid. Destroy when no longer needed.		
5	Front Office Subject File Consist of general office material and information not pertaining to a specific seminar. Destroy when 5 years old.		

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6	<p>Chronological File</p> <p>Contains copies of all outgoing communications from all three Divisions without regard to subject. The communications in this file are copies of those filed elsewhere by subject or event.</p> <p>Destroy when 1 year old or when no longer needed.</p> <p><u>Regional Programs Division (PA/PP/RP)</u></p>		
7	<p>Speaking Engagement Files</p> <p>Correspondence and documentation created in coordinating speaking and media engagements throughout the country between Department officials and sponsoring organizations. Consist of correspondence, forms, invitations, travel arrangement and itinerary, biographic sketches, evaluation reports and newspaper clippings.</p> <p>Destroy 2 years after speaking engagement</p>		
8	<p>Speakers' Biographic File</p> <p>Case files consisting of biographic information and pictures of Department officials who have at one time or another participated in speaking engagements.</p> <p>Retain until officer has left Government or is deceased.</p>		
9	<p>Regional Conference Files</p> <p>a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.</p> <p>Destroy 2 years after conference.</p>		

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	<p>b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.</p> <p>Destroy when 25 years old.</p>		
10	<p>Regional Programs Subject File</p> <p>Letters, reports, memoranda and correspondence of a general nature, i.e. not pertaining to any specific engagement or conference.</p> <p>Destroy when 5 years old.</p>		
11	<p><u>Media and Principals Programs Division</u> <u>(PA/PP/PM)</u></p> <p>Speaking and Media Engagement File for the Secretary</p> <p>Consists of correspondence and documentation created in the coordination of speaking and media engagements for the Secretary of State. Consist of action and briefing memoranda, Congressional correspondence, etc.</p> <p>Destroy 2 years after term of office has ended.</p>		
12	<p>Speaking and Media Engagements File for the Deputy and Under Secretaries</p> <p>Consists of correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary and Under Secretaries. Consist of correspondence, action and briefing memoranda, etc.</p> <p>Destroy 2 years after term of office has ended.</p>		