

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-94-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/10/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1 and 3-7 are active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2

Superseded by DAA-GRS-2016-0005-0001

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Inter-American Affairs	
3. MINOR SUBDIVISION Office of Press and Public Affairs	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Marria Braden	647-6011

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>N1-59-94-5</i>	
DATE RECEIVED <i>5/26/95</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 JUN 9 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 \_\_\_ 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>5/18/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth Flossman</i>	TITLE Department of State Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

*Copy sent to agency 6/27/95*

## OFFICE OF PRESS AND PUBLIC AFFAIRS

### 1. Press Guidance Files.

Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with foreign relations between the U.S. and various inter-American countries. Also included is an index compiled by PA of daily press briefings approved for use by the Office of Press Relations. Files document activities in the fields of business, consular, economic, military and defense, operations, political, social and technology and science.

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

### 2. Public Speaking Files.

Letters from private organizations requesting Department officials to speak on various topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams, and other related correspondence on the acceptance or denial of an engagement.

DISPOSITION: Block files by calendar year. Retain block in office 1 year then destroy.

### 3. General Correspondence from the Public.

Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments or other remarks on various inter-American issues.

DISPOSITION: Destroy when 3 months old.

### 4. News Media Files

Memorandums submitted to the Bureau of Public Affairs requesting the acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

DISPOSITION: Block files by calendar year. Retain block in office 1 year then destroy.

### 5. Transcript Files

Written transcripts of interviews given by the Assistant Secretary for Inter-American Affairs. Original transcript maintained by the Office of the Assistant Secretary.

DISPOSITION: Block files by calendar year. Retain block in office 1 year then destroy.

6. Discovery Request Case Files

Memorandums requesting a search and production of records relating to pending litigation. Included are plaintiff's request for production of documents, memorandum and order, plaintiff's memorandum in support of their motion for a temporary restraining order, discovery update and action request from offices conducting the search and copies of those documents related to the search which consist of telegrams, memorandums, letters, etc.

a. Control Records

DISPOSITION: Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.

b. Reproduced Documents

Upon advice of the Office of Legal Adviser transfer to RSC as part of Litigation Case File.

7. ARA News Roundup.

Copies of newspaper and magazine articles about the ARA area and related issues.

DISPOSITION: Destroy when no longer needed.