
U.S. Department of State Records Schedule

Chapter 22: Public Affairs Records

A-22-001-03b	Deputy Assistant Secretary for Public Affairs - Speech and Writings Files - Arranged by subject
Description:	Background and reference material being used or to be used in drafting speeches for the Secretary of State, various versions of speeches for the Secretary, speech outlines, policy decisions to be used in the speeches, correspondence, and final versions of speeches. b. All other material.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-95-27, item 2b
Date Edited:	4/1/1999
A-22-001-04	Deputy Assistant Secretary for Public Affairs - Subject Files
Description:	Memorandums, reports, and correspondence relating to issues surrounding the compilation, declassification, and publication of the series Foreign Relations of the United States.
Disposition:	Permanent. Retire to RSC 1 year after the end of tenure of Deputy Assistant Secretary or immediately after a change in Administration and transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-27, item 3
Date Edited:	4/1/1999
A-22-001-05	Staff Assistant's Files
Description:	S/S taskers and red borders, documentation bearing S/S numbers, copies of congressionals, e-mail, memoranda, chronological files, staff meeting notes, quarterly reports, management reports, policy and procedural files.
Disposition:	Permanent. Retire to RSC when 2 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-27, item 4
Date Edited:	4/1/1999
A-22-001-06	Press Guidance Package
Description:	Package of anticipated questions and answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Record copy provided by PA/PRESS.
Disposition:	Destroy when 6 months old
DispAuthNo:	N1-59-95-27, item 5
Date Edited:	4/1/1999

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A-22-001-07 Statements, Press Conferences, Speeches of Principals

Description: Statements, press conferences, and speeches made by Department Principals in S/S, D, P, E, T, M, and C. Maintained in notebooks in chronological order.

Disposition: Destroy when 1 year old

DispAuthNo: N1-59-95-27, item 6

Date Edited: 4/1/1999

A-22-001-08 White House Statements

Description: Faxed copies of White House statements on various subjects

Disposition: Destroy when 6 months old

DispAuthNo: N1-59-95-27, item 7

Date Edited: 4/1/1999

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A-22-002-04a(2)	PA Major Publications Series
Description:	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 from 1991. (2) All other copies.
Disposition:	Destroy when no longer needed for distribution or when superseded.
DispAuthNo:	N1-59-92-11, item 1b(2)
Date Edited:	4/1/1999
A-22-002-05	Red Border File
Description:	S/S originated taskers--congressionals and other correspondence
Disposition:	Destroy when 2 years old
DispAuthNo:	N1-59-95-25, item 1
Date Edited:	4/1/1999
A-22-002-06	Correspondence Statistics File
Description:	Daily, weekly, and monthly office work statistics, e.g. number of daily phone calls received and amount of mail opened and responded to.
Disposition:	Destroy when 6 months old.
DispAuthNo:	N1-59-95-25, item 2
Date Edited:	4/1/1999
A-22-002-07	US Foreign Policy on CD-R0M (USFAC)
Description:	A compact, fully searchable foreign policy library offering key documents from 1990 to present. Contains speeches, testimony, publications such as Background Notes and Dispatch Magazine, congressional reports provided on the Department's World Wide Web on the Internet (http://www.state.gov). Published quarterly and each issue is accumulative. This information is also provided in hard copy under PA Major Publications Series which is designated as permanent material. See item 220204.
Disposition:	Destroy when superseded.
DispAuthNo:	N1-59-97-11, item 1
Date Edited:	4/1/1999

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Press Relations

A-22-003-01	Background and Special Briefings by Senior Officers of the Department, including Assistant Secretaries - Arranged in chronological order
Description:	Printed texts of special briefings held to elaborate on topics and issues of special interest or on a specified subject or topic. These briefings are given on a background or on-the-record basis.
Disposition:	Permanent. Retire to RSC when 5 years old for immediate transfer to the National Archives.
DispAuthNo:	N1-59-95-24, item 1
Date Edited:	4/1/1999
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A-22-003-02	Press Guidance Used for Daily Briefings
Description:	Package of anticipated questions and suggested answers prepared by the regional and functional bureaus for use by the Department Spokesman at the daily press briefings. Package is arranged by region and country and is covered by an index sheet. Package is distributed throughout PA and the Department, USUN, Department of Defense, White House, and USIA.
Disposition:	Permanent. Retire to RSC when 12 months old. Transfer to the National Archives when 5 years old.
DispAuthNo:	N1-59-95-24, item 2
Date Edited:	4/1/1999
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A-22-003-03a	Daily Press Briefings and Posted Questions - Printed text of daily noon sessions between the Department of State Spokesperson and the Press along with "Taken Questions." Format is question and answer - Arranged chronologically
Description:	a. Bound Volumes (Record Set). Contains original transcript and any posted questions there may have been.
Disposition:	Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.
DispAuthNo:	N1-59-91-26, item 1a
Date Edited:	4/1/1999
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A-22-003-03b	Daily Press Briefings and Posted Questions - Printed text of daily noon sessions between the Department of State Spokesperson and the press along with "Taken Questions." Format is question and answer - Arranged chronologically
Description:	b. All other copies.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-91-26, item 1b
Date Edited:	4/1/1999
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A-22-003-06b	Computer Files		
Description:	b. Index to Press Guidance.		
Disposition:	Delete after it is printed and copied and made a part of item 220302.		
DispAuthNo:	N1-59-95-24, item 4b	Date Edited:	4/1/1999

A-22-003-07	Verbatim Transcripts of TV News Reports on Foreign Policy Items		
Description:	Verbatim transcripts on foreign policy items on the evening news (TV.). Provided on a daily basis by a contractor.		
Disposition:	Destroy after distribution throughout the Department and they are no longer needed.		
DispAuthNo:	N1-59-95-224, item 5	Date Edited:	4/1/1999

A-22-003-08	News Clippings on Foreign Policy Items		
Description:	Articles clipped from various newspapers and news magazines		
Disposition:	Destroy after distribution throughout the Department and when no longer needed.		
DispAuthNo:	N1-59-95-24, item 6	Date Edited:	4/1/1999

A-22-003-09	Transcripts of Secretary of State Interviews Arranged by PA/PRESS - Arranged in chronological order		
Description:	Printed transcripts of one-on-one interviews, arranged by PA/PRESS, of the Secretary of State with individual journalists or groups of journalists. Included are Briefing Memoranda to the Secretary outlining the requests and Action Memoranda delineating logistics of approved requests.		
Disposition:	Permanent. Block by Administration (4-year blocks). Retire to RSC for immediate transfer to the National Archives.		
DispAuthNo:	N1-59-95-24, item 7	Date Edited:	4/1/1999

A-22-003-10	Media Correspondents' Records		
Description:	A working file. Originals sent to Diplomatic Security. Copies of forms, letters and other correspondence relating to building passes for all correspondents (TV., radio, magazine, etc.) desiring access to the Department of State. Arranged in alphabetical order by name of correspondent.		
Disposition:	Destroy when no longer needed for operations.		
DispAuthNo:	N1-59-95-24, item 8	Date Edited:	4/1/1999

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A-22-004-01d	Executive & Scholar Diplomat Seminar Files		
Description:	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. d. Seminar Files. 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.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NC1-59-84-6, item 1d	Date Edited:	4/1/1999

A-22-004-01e	Executive & Scholar Diplomat Seminar Files		
Description:	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. e. University File. 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.		
Disposition:	Destroy when no longer needed for research and reference.		
DispAuthNo:	NC1-59-84-6, item 1e	Date Edited:	4/1/1999

A-22-004-02	Special Briefing Files		
Description:	Consists 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.		
Disposition:	Destroy 2 years after briefing.		
DispAuthNo:	NC1-59-84-6, item 2	Date Edited:	4/1/1999

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A-22-004-03a	National Conference Files
Description:	a. 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.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NC1-59-84-6, item 3a
Date Edited:	4/1/1999

A-22-004-03b	National Conference Files
Description:	b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.
Disposition:	Destroy when 25 years old.
DispAuthNo:	NC1-59-84-6, item 3b
Date Edited:	4/1/1999

A-22-004-04	Scholar and Diplomat Card File
Description:	A control card file used along with seminar applications file. Cards contain names of all scholar and diplomat scholars and serves as a research tool.
Disposition:	Destroy when no longer needed.
DispAuthNo:	NC1-59-84-6, item 4
Date Edited:	4/1/1999

A-22-004-05	Front Office Subject File
Description:	Consist of general office material and information not pertaining to a specific seminar.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-59-84-6, item 5
Date Edited:	4/1/1999

A-22-004-06	Chronological File
Description:	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.
Disposition:	Destroy when 1 year old or when no longer needed.
DispAuthNo:	NC1-59-84-6. item 6
Date Edited:	4/1/1999

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A-22-004-07	Speaking Engagement Files		
Description:	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.		
Disposition:	Destroy 2 years after speaking engagement.		
DispAuthNo:	NC1-59-84-6, item 7	Date Edited:	4/1/1999

A-22-004-08	Speakers' Biographic File		
Description:	Case files consisting of biographic information and pictures of Department officials who have at one time or another participated in speaking engagements.		
Disposition:	Retain until officer has left Government or is deceased.		
DispAuthNo:	NC1-59-84-6, item 8	Date Edited:	4/1/1999

A-22-004-09a	Regional Conference Files		
Description:	a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.		
Disposition:	Destroy 2 years after conference.		
DispAuthNo:	NC1-59-84-6, item 9a	Date Edited:	4/1/1999

A-22-004-09b	Regional Conference Files		
Description:	b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.		
Disposition:	Destroy when 25 years old.		
DispAuthNo:	NC1-59-84-6, item 9b	Date Edited:	4/1/1999

A-22-004-10	Regional Programs Subject File		
Description:	Letters, reports, memoranda and correspondence of a general nature, i.e. not pertaining to any specific engagement or conference.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	NC1-59-84-6, item 10	Date Edited:	4/1/1999

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A-22-004-11 Speaking and Media Engagement File for the Secretary

Description: 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.

Disposition: Destroy 2 years after term of office has ended.

DispAuthNo: NC1-59-84-6, item 11 **Date Edited:** 4/1/1999

A-22-004-12 Speaking and Media Engagements File for the Deputy and Under Secretaries

Description: 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.

Disposition: Destroy 2 years after term of office has ended.

DispAuthNo: NC1-59-84-6, item 12 **Date Edited:** 4/1/1999

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Office of the Historian

A-22-005-01a	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	a. Clearance File. Copies of: correspondence with other agencies; communications with foreign governments; declassification decisions; copies of excised documents; source text not declassified, decision memorandums; draft summaries and press releases with clearance actions; tables of contents; lists of documents in the volume, including sources and other identifying information; documents to be declassified; and other printouts from the volumes document database. Arranged by sub-series and volume.
Disposition:	Permanent. Retire to RSC 1 year after publication of the last volume in sub-series. Transfer to the National Archives immediately.
DispAuthNo:	N1-59-94-15, item 1a
Date Edited:	4/1/1999
A-22-005-01b	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	b. Master Manuscript File. Compilations of documents comprising each Foreign Relations manuscript proposal for publication.
Disposition:	Destroy 1 year after publication of the last volume in the sub-series.
DispAuthNo:	N1-59-94-15, item 1b
Date Edited:	4/1/1999
A-22-005-01c	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	c. Electronic Print File. Magnetic tapes containing the text of this publication.
Disposition:	Delete when no longer needed.
DispAuthNo:	N1-59-95-10, item 1
Date Edited:	4/1/1999
A-22-005-01d(1)	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	d. Published Volumes. (1) Master set of volumes.
Disposition:	Permanent. Transfer one copy of each volume and microfiche supplements directly to the National Archives at the end of the calendar year in which published
DispAuthNo:	N1-59-94-15, item 1c(1)
Date Edited:	4/1/1999

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A-22-005-01d(2)	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	d. Published Volumes. (2) All other copies.
Disposition:	Destroy when no longer needed after authorized distribution is made.
DispAuthNo:	N1-59-94-15, item 1c(2) Date Edited: 4/1/1999
A-22-005-01e(1)	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	e. Document Database. Diskettes for each volume containing information about every document in the volume, generating several printouts, including declassification action on each document in the volume. (1) Master.
Disposition:	Destroy after all volumes for the presidential administration covered by the dates of the volume have been published and all declassification actions for documents in the volume have been entered electronically into the INFORM database or its successor.
DispAuthNo:	N1-59-94-15, item 1d(2) Date Edited: 4/1/1999
A-22-005-01e(2)	Foreign Relations of the United States - This publication constitutes the official record of the foreign relations of the United States
Description:	e. Document Database. Diskettes for each volume containing information about every document in the volume, generating several printouts, including declassification action on each document in the volume. (2) Copies.
Disposition:	Destroy when all final declassification actions for the volume have been electronically entered into the Department's INFORM database or its successor, and printout reports for the volume have been printed.
DispAuthNo:	fN1-59-94-15, item 1d(2) Date Edited: 4/1/1999

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A-22-005-02a **American Foreign Policy**

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

a. Document File. Resource documents collected for each publication, including copies of speeches, Congressional testimony, daily briefings, decision memorandums, declassification decisions, declassified documents, drafts, editorial notes, excised documents, information, memorandums, memorandums of conversation, notes, papers, prepared statements, press releases, remarks, reports, reviews, telegrams, and weekly presidential documents, press briefings and conferences, statements by Executive Branch agencies, and other public documents on U.S. foreign policy. Arranged by subject or document title.

Disposition: Destroy 1 year after publication of corresponding volume.

DispAuthNo: N1-59-94-15, item 2a **Date Edited:** 4/1/1999

A-22-005-02b **American Foreign Policy**

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

b. Master Manuscript File. Compilations of documents prepared for publication. Arranged by sub-series and volume.

Disposition: Destroy 1 year after publication of individual volume.

DispAuthNo: N1-59-94-15, item 2b **Date Edited:** 4/1/1999

A-22-005-02c **American Foreign Policy**

Description: The publications A Decade of American Foreign Policy: Basic Documents; American Foreign Policy: Basic Documents; and American Foreign Policy: Current Documents present the principal public foreign policy documents of the United States.

c. Electronic Print File. Magnetic tapes containing the text of this publication.

Disposition: Delete when no longer needed.

DispAuthNo: N1-59-95-10, item 2 **Date Edited:** 4/1/1999

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A-22-005-03b(1)	Principal Officers of the Department of State and U.S. Chiefs of Mission (1778 to date)
Description:	This publication covers the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission. b. Published Editions. (1) Master editions.
Disposition:	Permanent. Transfer one copy of each volume and microfiche supplement directly to the National Archives at the end of the calendar year in which published
DispAuthNo:	N1-59-94-15, item 3a
Date Edited:	4/1/1999
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A-22-005-03b(2)	Principal Officers of the Department of State and U.S. Chiefs of Mission (1778 to date)
Description:	This publication covers the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission. b. Published Editions. (2) All other copies.
Disposition:	Destroy when no longer needed after authorized distribution is made.
DispAuthNo:	N1-59-94-15, item 3b
Date Edited:	4/1/1999
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A-22-005-04	Research Projects File
Description:	Chronologies, documentaries, narratives requested by Secretary of State, other Department officials, and the White House on a wide range of historical subjects. Arranged by project number.
Disposition:	Permanent. Transfer to the National Archives in blocks similar to those for the Department's central files (1955-59, 1960-63, 1964-66, 1967-69, and 1970-73) at the time that the central files are transferred. Transfer later records in 5-year blocks when 30 years old.
DispAuthNo:	N1-59-94-15, item 4
Date Edited:	4/1/1999
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A-22-005-05a	Advisory Committee on Historical Diplomatic Documentation File
Description:	a. Program File. Briefing memorandums, correspondence, agendas, memorandums, memorandums of understanding, minutes, press releases, reports and other papers and documents relating to the establishment and activities, including the charter, determinations for closed meetings, inter- and intra-departmental communications involving the committee, communications between the Department and members of the committee, and written materials and reports considered and/or issues by the committee.
Disposition:	Permanent. Retire to RSC when 2 years old. Immediately transfer directly to the National Archives.
DispAuthNo:	N1-59-94-15, item 5a
Date Edited:	4/1/1999
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A-22-005-05b	Advisory Committee on Historical Diplomatic Documentation File
Description:	b. Administrative File. Documents relating to arrangements for committee meetings, biographical information on a selection of committee, members, budget, reimbursement, travel, and other administrative activities of the committee. Arranged by TAGS and Terms, thereafter by year.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-59-94-15, item 5b
Date Edited:	4/1/1999
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A-22-005-06	Diplomatic and Consular Cards File
Description:	Consular officers assignments biographic information. Arranged alphabetically by name of post.
Disposition:	Permanent. Retain in office until no longer needed then retire to RSC. Transfer immediately to the National Archives.
DispAuthNo:	N1-59-94-15, item 6
Date Edited:	4/1/1999
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A-22-005-07	Photographic Prints File (1900-Present)
Description:	Photographs of State Department officials and other world political leaders, historical events, world regional events, Secretary of State visits, buildings, etc. Some of the photographs are labeled and some are not. Biographic information is included for some of the personalities. Also included are a few negatives. Photographs are arranged by Presidential Administration, subject, issues and events, and geographic location. The photographs have been used in the past for exhibition purposes.
Disposition:	Permanent. Retire to RSC for immediate transfer to the National Archives.
DispAuthNo:	N1-59-96-14, item 1
Date Edited:	4/1/1999
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A-22-005-08	Lantern Slides - Axis and Russian Strength
Description:	Slides of charts, maps, and other graphics relating to Axis and Russian strength up to 1942 on food, industrial production, manpower, material, and transportation.
Disposition:	Permanent. Transfer to the National Archives immediately.
DispAuthNo:	N1-59-94-15, item 8
Date Edited:	4/1/1999
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A-22-005-09	United Nations War Crimes Commission Records Request File
Description:	Applications, correspondence, and memorandums dealing with requests for access by U.S. citizens to United Nations War Crime Commission records and information at the United Nations' Archives. Filed by name of requester.
Disposition:	Destroy 5 years after request is completed.
DispAuthNo:	N1-59-94-15, item 9
Date Edited:	4/1/1999
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A-22-005-10	Historian Program File
Description:	Records accumulated by the office that serve as unique documentation of historical programs and functions. Documents relate to internal policies, procedures, guidelines, or other instructional material that deal with the publications Foreign Relations of the United States, the American Foreign Policy Current Documents and historical studies and a wide range of subjects such as preservation of historical records, historical inquiries, and declassification policy, and records policy. Arranged by TAGS and Terms.
Disposition:	Permanent. Cut off each year. Retire to RSC after 3 years. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-94-15, item 10
Date Edited:	4/1/1999
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A-22-005-11	Administrative File
Description:	Records accumulated by the office that relate to the internal administrative or housekeeping activities of the office. These records relate to office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. It includes copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels). Arranged by TAGS and Terms. Most of this material is covered by TAGS that start with the letter A, B, C, and O.
Disposition:	Destroy when 2 years old, or when no longer needed, whichever is sooner.
DispAuthNo:	GRS 23-1
Date Edited:	4/1/1999
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A-22-005-12	History Reference File		
Description:	Extra copies of material accumulated by the office that serves as a unique historical research resource on U.S. foreign relations and foreign policy history, historical inquiries and studies, and preservation of historical records. Consists of articles from magazines and newspapers, documents, notes, papers, publications, and telegrams. Arranged alphabetically by subject. Blocked by series and volume.		
Disposition:	Destroy when no longer needed for reference purposes.		
DispAuthNo:	N1-59-94-15, item 12	Date Edited:	4/1/1999
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A-22-005-13	Declassification Policy Issues Files		
Description:	File of unique reference material relating to declassification issues. Arranged by subject.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-94-15, item 13	Date Edited:	4/1/1999
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A-22-005-14	Working Files		
Description:	Extra copies of documentation collected and maintained in the preparation of office publications and research projects.		
Disposition:	Destroy 3 years after publication of related volume or completion of related research project.		
DispAuthNo:	N1-59-94-15, item 14	Date Edited:	4/1/1999
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A-22-005-15	Office of Public Affairs (Historian Office) Condolence Files.		
Description:	Condolence letters, faxes, e-mail messages, cards, artwork, and other non-record material received from the public on the death of prominent individuals or after catastrophic events.		
Disposition:	PERMANENT: Transfer to the National Archives when operational use is no longer required or within one year of event, whichever is sooner.		
DispAuthNo:	N1-59-03-01, item 1	Date Edited:	12/17/2002
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A-22-005-16	Records of the Joint USA-USSR Documentary Publication Project on Russian-American Relations, 1816-1865		
	General File, 1986-1990		
Description:	Memorandums, telegrams, notes, background information, reports, documents, minutes of meetings, files of documents selected for the proposed publication, and other material.		
Disposition:	PERMANENT: Retire to Records Service Center immediately for transfer to WNRC. Transfer to the National Archives in 2015. O		
DispAuthNo:	N1-59-03-02, item 1	Date Edited:	12/10/2003

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A-22-005-17	Card Files, n.d.
Description:	Bibliographic and biographic notes cards.
Disposition:	TEMPORARY: Destroy immediately.
DispAuthNo:	N1-59-03-02, item 2
Date Edited:	12/10/2003

A-22-005-18	Microfilm Copies of Documents, 1816-1865
Description:	Copies of documents from the National Archives and other institutions used as source material for the proposed publication.
Disposition:	TEMPORARY: Destroy Immediately.
DispAuthNo:	N1-59-03-02, item 3
Date Edited:	12/10/2003

A-22-005-19	Department of State History
	General Files
Description:	Memorandums, reports, documents, drafts, and other material relating to a proposed short bicentennial history of the Department of State.
Disposition:	TEMPORARY: Destroy immediately.
DispAuthNo:	N1-59-03-02, item 4
Date Edited:	12/10/2003

A-22-005-20	ACDA Studies Files, 1955-1990's
Description:	Documents, memorandums, clippings, reports, fact sheets, telegrams, testimonies, publications, and other materials relating to the background and organization of ACDA and to key issues in arms control matters. Arranged alphabetically by subject and country.
Disposition:	PERMANENT: Transfer to Records Service Center for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-383-03-01, item 1
Date Edited:	12/11/2003

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Office of Public and Intergovernmental Liaison

A-22-006-01 Speakers' Biographic File

Description: Biographical information and/or pictures of Department officials who have at one time or another participated in speaking engagements. Arranged in alphabetical order by name.

Disposition: Destroy when officer has left Government or is deceased or sooner if no longer needed.

DispAuthNo: NC1-59-95-26, item 1 **Date Edited:** 4/1/1999

A-22-006-02 Principals' and Ambassadors' Biographic File

Description: Biographic information and pictures of Department Principals and Ambassadors participating in speaking engagements. Arranged in alphabetical order by name.

Disposition: Transfer to PA/HO when no longer needed.

DispAuthNo: N1-59-95-26, item 2 **Date Edited:** 4/1/1999

A-22-006-03 Speaking Requests/Engagements Files

Description: Memoranda requesting clearances for speaking engagements for Department Principals (arranged by name of Principal)

Disposition: Destroy when 4 years old or when there is a change in Administration.

DispAuthNo: N1-59-95-26, item 3 **Date Edited:** 4/1/1999

A-22-006-04a Speaker Travel Files

Description: a. Paper Files. An accounting of billing and payment for travel expenses of Department speakers. Item b contains the same information.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-26, item 4a **Date Edited:** 4/1/1999

A-22-006-04b Speaker Travel Files

Description: b. Computer file (formerly Public Affairs Speaker Tracking Master). On-line tracking system containing a listing of Department speakers on various topics. Enables the bureau to maintain an accounting of speaking engagements, sponsoring institutions, speakers, and billing and payment information for travel.

Disposition: Destroy when active agency use ceases.

DispAuthNo: N1-59-95-26, item 4b **Date Edited:** 4/1/1999

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A-22-006-05	Speaking Engagements Chronological File
Description:	Chronological file containing copies of all outgoing correspondence related to speaking engagements. The communications in this file are copies of those filed elsewhere by subject or event. This file is shared by the Washington Programs Division and the Regional Programs Division.
Disposition:	Destroy when 1 year old or when no longer needed.
DispAuthNo:	N1-59-95-26, item 5
Date Edited:	4/1/1999

A-22-006-06	Principal Coordinator Files for the Secretary of State (formerly Speaking & Media Engagements Files for the Secretary)
Description:	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.
Disposition:	Destroy after term of office has ended.
DispAuthNo:	N1-59-95-26, item 6
Date Edited:	4/1/1999

A-22-006-07	Speaking and Media Engagement Files for the Principals of the Department
Description:	Arranged by name of Principal or the office. Correspondence and documentation created in the coordination of speaking and media engagements for the Deputy Secretary, Under Secretaries and other Principals of the Department.
Disposition:	Destroy after term of office has ended.
DispAuthNo:	N1-59-95-26, item 7
Date Edited:	4/1/1999

A-22-006-08a	Regional Town Meetings (formerly Regional Conference Files)
Description:	a. Correspondence and documentation created in coordinating foreign policy conferences in major American cities involving Departmental officers and local co-sponsors.
Disposition:	Destroy 2 years after conference.
DispAuthNo:	N1-59-95-26, item 8a
Date Edited:	4/1/1999

A-22-006-08b	Regional Town Meetings (formerly Regional Conference Files)
Description:	b. Policy file consisting of correspondence, memoranda, reports, etc. on significant policy and program matters.
Disposition:	Destroy when 25 years old.
DispAuthNo:	N1-59-95-26, item 8b
Date Edited:	4/1/1999

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A-22-006-09	Subject Files - Arranged in alphabetical order by subject
Description:	E-mail, action/briefing memoranda, interviews, newspaper articles, business & trade information, correspondence and other documentation promoting Department relations with state and local governors, mayors, and state legislators.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-59-95-26, item 9
Date Edited:	4/1/1999

A-22-006-10	State Legislation Files - Arranged alphabetically by State
Description:	Copies of State legislation and related correspondence.
Disposition:	Destroy when superseded.
DispAuthNo:	N1-59-95-26, item 10
Date Edited:	4/1/1999

A-22-006-11	Bureau of International Exhibitions Files - Arranged by exhibition and date
Description:	Memoranda, background information, exhibition legislation and regulations, history of exhibitions, copies of contracts and correspondence pertaining to.
Disposition:	Destroy 4 years after the exhibition.
DispAuthNo:	N1-59-95-26, item 11
Date Edited:	4/1/1999

A-22-006-12	IGA Chronological Files
Description:	Incoming and outgoing correspondence which is not duplicated elsewhere.
Disposition:	Destroy when 2 years old.
DispAuthNo:	N1-59-95-26, item 12
Date Edited:	4/1/1999

A-22-006-13	Overseas Missions Files - Arranged chronologically and by organization
Description:	Correspondence, cables, memoranda, facsimiles, itineraries, meeting agendas and other documentation accumulated while assisting IGAs with state trade missions abroad.
Disposition:	Destroy 2 years after mission.
DispAuthNo:	N1-59-95-26, item 13
Date Edited:	4/1/1999

A-22-006-14	Program Files - Arranged chronologically
Description:	Meeting agendas, biographical information, guests lists, e-mail, and other documentation accumulated while arranging Departmental briefings for IGAs.
Disposition:	Destroy when 4 years old.
DispAuthNo:	N1-59-95-26, item 14
Date Edited:	4/1/1999

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A-22-006-15	Meetings with State and Local Governments - Arranged chronologically
Description:	Meeting agendas, contacts lists, rosters, correspondence, briefing memoranda conveying speaking instructions, acceptance lists, foreign policy briefing information, meeting reports and other documentation accumulated while assisting State and local governments with export and investment activities.
Disposition:	Destroy when 4 years old.
DispAuthNo:	N1-59-95-26, item 15
Date Edited:	4/1/1999
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A-22-006-16	Intergovernmental Associations Files (IGAs) - Arranged alphabetically by organization
Description:	Publications, news releases, briefing material, newspaper articles/clippings, membership rosters, memoranda, membership directories.
Disposition:	Destroy information when superseded.
DispAuthNo:	N1-59-95-26, item 16
Date Edited:	4/1/1999
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A-22-006-17	States Files - Arranged alphabetically by State
Description:	Biographic information on State governors and mayors, facsimiles, letters, memoranda, meeting reports, information kits, copies of congressionals, State booklets, copies of agreements and other documents related to States.
Disposition:	Destroy information when superseded.
DispAuthNo:	N1-59-95-26, item 17
Date Edited:	4/1/1999
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