
U.S. Department of State Records Schedule

Chapter 16: Public Diplomacy

B-16-001-01a(1)	Public Diplomacy Program Files
Description:	Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, e-mail messages, diplomatic notes, and other material. Records provide general policy and program documentation on the public diplomacy program, including the exchange program, the public affairs program, the cultural program, and the book and magazine program. (NOTE: See other items in this section for case files relating to various aspects of the public diplomacy program. b. Telegrams (2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action. Recordkeeping medium is paper.
Disposition:	PERMANENT: Block annually. Retire to Records Service Center (RSC) when one (1) year old for transfer to Washington National Records Center (WNRC). Transfer to National Archives when twenty-five (25) years old.
DispAuthNo:	N1-084-08-1, item 1(b)2
Date Edited:	4/18/2008

B-16-001-01a(2)	Public Diplomacy Program Files
Description:	Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, e-mail messages, diplomatic notes, and other material. Records provide general policy and program documentation on the public diplomacy program, including the exchange program, the public affairs program, the cultural program, and the book and magazine program. (NOTE: See other items in this section for case files relating to various aspects of the public diplomacy program. b. Telegrams (3) Copies of incoming and outgoing telegrams with the Department not annotated.
Disposition:	TEMPORARY: Block annually. Destroy when one (1) year old. DO NOT RETIRE.
DispAuthNo:	N1-084-08-1, item 1(b)3
Date Edited:	4/18/2008

B-16-001-02	Public Diplomacy Case Files
Description:	Case files of exchange program grantees, both US and foreign. Includes copies of applications, biographic sheets, questionnaires, security clearances, grant awards, copies of fiscal data, etc.
Disposition:	TEMPORARY: Cut off when case is closed. Destroy/delete ten (10) years after termination of the grant.
DispAuthNo:	N1-084-08-1, item 2
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B-16-001-03 Routine Correspondence Files

Description: Routine correspondence such as that concerning the loan of motion picture films; statistical reports regarding any motion picture programs; press analyses and other working papers used to prepare periodic summaries press comments; reports regarding placing press materials in newspapers and periodicals; routine correspondence with subscribers to State PD publications; working papers and statistical reports relating to preparing and disseminating State PD publications.

Disposition: TEMPORARY: Cut off at end of calendar year. Destroy/delete one (1) year after break.

DispAuthNo: N1-084-08-1, item 3 **Date Edited:** 4/18/2008

B-16-001-04 Locally Produced Publications

Description: One "official record" copy, together with rights and clearance documentation of locally produced books, pamphlets, etc. Recordkeeping medium is paper.

Disposition: PERMANENT: Retire to Records Service Center (RSC) when seven (7) years old for transfer to Washington National Records Center (WNRC). Transfer to the National Archives when twenty-five (25) years old.

DispAuthNo: N1-084-08-1, item 4 **Date Edited:** 4/18/2008

B-16-001-05 Public Affairs Exchange Files

Description: Consists of correspondence, notes, cables, e-mail messages, speeches and other materials. Arranged by program and candidate by or for the country Public Affairs or Cultural Affairs Officer.

Disposition: TEMPORARY: Cut off at end of calendar year. Hold in file area and retire to Records Service Center (RSC) after seven (7) years for transfer to Washington National Records Center (WNRC). Destroy/delete when fifty (50) years old.

DispAuthNo: N1-084-08-1, item 5 **Date Edited:** 4/18/2008

B-16-001-06 Public Affairs Speaker Files

Description: Consists of correspondence, notes, cables, e-mail messages and other material. Arranged by speaker program and maintained by or for the country Public Affairs or Cultural Affairs Officer.

Disposition: TEMPORARY: Cut off at end of calendar year. Hold in current file area and destroy/delete when three (3) years old.

DispAuthNo: N1-084-08-1, item 6 **Date Edited:** 4/18/2008

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B-16-001-07 Public Affairs Cultural Event Files

Description: Consists of correspondence, notes, cables, e-mail messages, speeches and other material. Arranged by event and maintained by or for the Cultural Affairs Officer.

Disposition: TEMPORARY: Cut off at the conclusion of the program. Hold in current file area and destroy/delete three (3) years after closure.

DispAuthNo: N1-084-08-1, item 7 **Date Edited:** 4/18/2008

B-16-001-08 Public Diplomacy Book and Magazine Files

Description: Consists of correspondence, notes, cables, e-mail messages, copyright documentation, contracts and other material. Arranged by title and maintained by or for the Book Translation Program Officer.

Disposition: TEMPORARY: Cut off at end of calendar year. Hold in current file area and retire to Records Service Center (RSC) when ten (10) years old for transfer to Washington National Records Center (WNRC). Destroy/delete when twenty-five (25) years old.

DispAuthNo: N1-084-08-1, item 8 **Date Edited:** 4/18/2008

B-16-001-09 Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete within one hundred-eighty (180) days after the recordkeeping copy has been produced.

DispAuthNo: GRS 20, items 13 and 14 **Date Edited:** 4/18/2008
