
U.S. Department of State Records Schedule

Chapter 16: Public Diplomacy

Public Diplomacy Records

B-16-001-01 **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).

a. All material other than telegrams, including correspondence, memorandums, notes, official informals, reports, speeches, statements, e-mail messages, diplomatic notes, etc. 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: N1-084-08-01, item 1a

Date Edited: 4/18/2008

B-16-001-01a **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

(1) Post to post telegrams not transmitted to the Department. Recordkeeping copy 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.

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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: N1-084-08-01, 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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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B-16-001-09 Non-recordkeeping Copies of Electronic Records

Description: Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:

- documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent
- senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments
- electronic spreadsheets
- digital still pictures or posters
- digital video or audio files
- digital maps or architectural drawings
- copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Disposition: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (Supersedes GRS 4.3, item 040)

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