

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-59-89-7
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	4/3/90
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Under Secretary for Economic Affairs		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
		4/4/90	<i>Claudia Pfeiffer</i>
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 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
3/28/90	<i>Kathleen Lunn</i>	Chief, Records Mgt.

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>UNDER SECRETARY FOR ECONOMIC AFFAIRS</p> <p><u>Files of the Under Secretary for Economic Affairs.</u> Arranged by subject or chronologically. The records consist of correspondence, memoranda, memoranda of conversation, action memoranda, briefing memoranda, telegrams, airgrams, notes, reports, minutes of meetings, schedules, speeches, prepared statements and testimony, and other material. Files relate to the activities, plans, and policies of the Under Secretary for Economic Affairs. The records may include files of special assistants.</p> <p>Volume on hand: 49 feet Annual accumulation: 3-4 feet</p> <p>PERMANENT. Cut off at the end of the tenure of an incumbent or sooner if necessary and retire to the RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		