

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		- LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>N1-84-99-1</u>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <u>1-28-99</u>	
2. MAJOR SUBDIVISION Ambassador's Office		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION All Foreign Service Posts			
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE (202) 647-5045	DATE <u>7-6-99</u>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 below <u>pages</u> 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE <u>1/19/99</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Pat Magin, Acting]</i>		TITLE Department of State Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Ambassador/Chief of Mission Social and Representational Files</p> <p>These files cover the social and representational activities involving the Ambassador/Chief of Mission that include arrangements for receptions, attendance at representational events, letters of appreciation, tours at the ambassador's residence, social meetings with the ambassador, informal/ social correspondence, interviews, etc. Included in the files are a variety of correspondence, memorandums, notes, cables, talking points, e-mail, copies of bills and receipts, lists of attendees at social events, photographs, videos, bulletins, etc.</p> <p>a. Official Files</p> <p>Cut off at the end of the incumbent's tenure at post. Retire to the Records Service Center for transfer to WNRC. Destroy when 5 years old.</p> <p>b. Electronic version of records created by electronic mail and word processing applications.</p> <p>Delete when file copy is generated or when no longer needed for reference or updating.</p>		

copy to: Agency
NW MW
NW MP