

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Con Gen Hong Kong

3. MINOR SUBDIVISION

Commercial Section

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL EXT

632-8806

LEAVE BLANK

JOB NO

DEC 16 1977

NC 1 84 78 1

DATE RECEIVED

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-23-78
Date

[Signature]
Archivist of the United States

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.

☒ **A Request for immediate disposal.**

☐ **B Request for disposal after a specified period of time or request for permanent retention.**

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>12/14/77</u>	<i>[Signature]</i>	<u>Chief, Records Management Staff</u>

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>World Trade Directory Reports background file.</p> <p>Includes correspondence, form letters, questionnaires and reports used in the preparation of World Trade Directory Reports.</p> <p>a. Paper records</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p> <p>b. Microfilm copies</p> <p>RETAIN AT POST UNTIL NO LONGER NEEDED FOR ADMINISTRATIVE USE AND THEN DESTROY.</p>	<p>RMH (B) 10202 and 10203</p>	

115-107

Sent to agency - 2/24/78

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

2 items