

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NC-167-76-1	
DATE RECEIVED NOV 3 1975	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF COMMERCE

2. MAJOR SUBDIVISION
NATIONAL BUREAU OF STANDARDS

3. MINOR SUBDIVISION
OFFICE OF INTERNATIONAL RELATIONS

4. NAME OF PERSON WITH WHOM TO CONFER
PHILIP V. PROULX

5. TEL EXT
921-3895

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 _____ 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 10-2-75	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Philip V. Proulx</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p style="text-align: center;">Office of International Relations</p> <p>The following International Relations records of the National Bureau of Standards are disposable as shown because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government. These files will be transferred to the Federal Records Center at Suitland, Md. when 2 years old or when released by the Division.</p> <p>Travel Files, including CD 97s and Trip Reports. Break files every 2 years and dispose when 3 years old.</p> <p>These files pertain to the travel of individuals under orders issued by competent agency authority and include all papers involved in the arrangement and expediting of travel.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Iron Curtain Correspondence. Break files every 2 years and dispose when 10 years old.</p> <p>These files consist of correspondence sent to and received from countries located behind the so-called Iron Curtain.</p>		
3.	<p>International scientific activities conducted at NBS. Break files every 2 years and destroy when 5 years old.</p> <p>These files cover the conferences, meetings and symposiums held at NBS.</p>		
4.	<p>Foreign Correspondence and Mail (exclusive of Iron-Curtain correspondence). Break files every 2 years and dispose when 5 years old.</p> <p>These papers consist of correspondence and mail between this Office and individuals of foreign countries.</p>		
5.	<p>Attendance at Foreign Meetings. Break files every 2 years and dispose when 5 years old.</p> <p>These files consist of names of NBS employees who have attended meetings in Foreign countries, date, location of meeting, etc.</p>		
6.	<p>Scientific committees and programs. Break files every 2 years and dispose when 10 years old.</p> <p>These files list various committees and their involvement in specific international projects or programs.</p>		
7.	<p>Exchange of Visits - proposed and actual. Break files every 2 years and dispose when 10 years old.</p> <p>These files cover proposed and actual exchange of visits between U.S. and Foreign scientific teams.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>Conferences - Meetings - Symposiums - Foreign and Domestic. Break files every 2 years and dispose when 5 years old.</p> <p>These files cover international meetings on scientific projects between U. S. and Foreign participants.</p>		
9.	<p>NBS Foreign Travel Folders. Break files every 2 years and dispose when 5 years old.</p> <p>These folders pertain to the travel of individuals to foreign countries under orders issued by competent agency authority and include all papers involved in the arrangement and expediting of travel.</p>		
10.	<p>Foreign Technical Assistance and Exchange Programs. Break files every 2 years and dispose when 5 years old.</p> <p>As opposed to subject files concerning individual projects and cases where individuals are working on a particular project, these files cover entire programs between the U. S. and Foreign countries.</p>		
11.	<p>Exchange of Information between Foreign and U. S. scientists. Break files every 2 years and dispose when 5 years old.</p> <p>These files cover the record of various information exchanged between U. S. and Foreign scientists and methods employed in attaining solutions to the various problems faced by the participating countries.</p>		