

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	<i>NI-12-88-5</i>
1 FROM (Agency or establishment) DEPARTMENT OF EDUCATION		DATE RECEIVED	<i>10/14/88</i>
2 MAJOR SUBDIVISION OFFICE OF INTERNATIONAL EDUCATION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER NORMA FENWICK	5 TELEPHONE EXT 472-3920	DATE <i>12/29/88</i>	ARCHIVIST OF THE UNITED STATES <i>Claudine Meeker</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 <i>10/6/88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Norma Fenwick</i>	D TITLE <i>Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	MISCELLANEOUS RECORDS OF THE OFFICE OF INTERNATIONAL EDUCATION. READING FILES OF OLIVER J. CALDWELL, ACTING COMMISSIONER, OFFICE OF INTERNATIONAL EDUCATION, 1952-63. [WNRC ACCESSION 012-66C0718]. Records cover routine correspondence for admissions to American universities, possible employment in American embassies, and delegations to national conferences in public education. Invitations and thank you letters are included, as well as requests for copies of pamphlets and other publications. There is a small amount of correspondence of formulating policy, and developing and executing programs in international education from 1952-1963. DISPOSITION: Destroy immediately.		