

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO
14 FEB. 1977	
NC 1-48-77-1	
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 "with-drawn" in column 10	
4-22-77	<i>James B. Blodgett</i>
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

- 1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State
- 2. MAJOR SUBDIVISION  
Bureau of International Conference Affairs
- 3. MINOR SUBDIVISION  
Office of International Conferences
- 4. NAME OF PERSON WITH WHOM TO CONFER  
Paul F Murphy, Jr.
- 5. TEL. EXT.  
632-8806
- 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 - 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/9/77 *William F. Powell* Chief, Records Management Staff  
 (Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm plus one positive copy of each microfilm which is a vesicular microfilm copy shall be offered to the National Archives (NN) National Archives &amp; Records Service, General Services Administration, Washington D.C. 20408.</p> <p>Facilities meeting the standards of FPMR 101-11.506 will be used to store the silver original microfilm. The first inspection of microfilm required by FPMR 101-11.506-8 will be conducted on March 15, 1979.</p> <p>International Conference Administration Files</p> <p>Consists of documentation of the composition of U.S. Delegations, including the U.S. Delegation List, telegrams, airgrams and letters, budget and fiscal data, <del>reservations, travel, etc.</del>; position papers and the Report of the U.S. Delegation to the Conference.</p> <p>a. Paper records.</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p>	NC-59-75-1, Item 1	

*Amended by Admin Report per consultation with PFA Murphy, FAORC.*

*Sent to agency, NNF and NARB - 4/29/77*

*3 items*

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
	<p>b. Microfilm copies.</p> <p>(1) Silver Original and positive vesicular microfilm copy.</p> <p>OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p> <p>(2) Positive vesicular copy to <del>be</del> retained by the Department of State</p> <p>DESTROY WHEN 25 YEARS OLD.</p>		