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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |   | JOB NUMBER<br><i>NI-59-00-4</i>   |   |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |   | Date received<br><i>2/29/00</i>   |   |
| 1 FROM (Agency or establishment)<br>DEPARTMENT OF STATE   |   | NOTIFICATION TO AGENCY  |   |
| 2 MAJOR SUBDIVISION<br>Executive Secretariat  |   | In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 3 MINOR SUBDIVISION   |   |   |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER  | 4 TELEPHONE NUMBER  | DATE<br><i>3-23-00</i>  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i>                                     |
| 5 AGENCY CERTIFICATION<br>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 _____ page(s) are not needed now for the business for 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,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |   |   |   |
| DATE<br><i>2/16/2000</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Margaret G. Peppe</i><br>MARGARET G. PEPPE   |   | TITLE<br>Department of State<br>Records Officer<br>Division Chief, Acting<br>A/RPS/IPS/PP |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)   |
| 1   | <p><b>Transition Master Files.</b> Arranged by subject or type of records. The files consist of background and briefing materials, memorandums, correspondence, notes, telegrams, reports, memorandums of conversation, reports, studies, and related documentation</p> <p><b>PERMANENT.</b> Cut off at the end of the transition and retire to the RSC. Transfer to a records storage facility when 3 years old. Transfer to the National Archives when 25 years old</p> |   |   |

*Copy to: agency, NWME 3/30/00 clb*