REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER NI-59-00-4

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 2/29/00

1 FROM (Agency or establishment) DEPARTMENT OF STATE	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 3-23-00	ARCHIVIST OF THE UNITED STATES *[signature] John W. Carl*

5   AGENCY CERTIFICATION
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,

	[X] is not required	☐ is attached, or	☐ has been requested

DATE 2/16/2000	SIGNATURE OF AGENCY REPRESENTATIVE *Margaret G. Peppe* MARGARET G. PEPPE	TITLE Department of State Records Officer Division Chief, Acting 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	**Transition Master Files.** 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 **PERMANENT.** 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		

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