

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-01-16
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	6/25/01
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Operations - Overseas Schools A/OPR/OS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie	5. TELEPHONE 202 261-8511	DATE <i>for</i> ARCHIVIST OF THE UNITED STATES 9/20/01 <i>Margaret G. Peppe</i>	

6. 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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 5/25/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Overseas Schools Country Files</p> <p>a. General files consisting of correspondence, post reports, publications about schools and general background reference material relating to each geographic area.</p> <p>Destroy correspondence when 3 years old; destroy reference material when it is of no further reference value.</p> <p>b. Electronic Mail and Word Processing System Records.</p> <p>Records created on electronic mail and word processing systems, and used to generate recordkeeping copies of documents covered by other items on this schedule. Also includes electronic records maintained for updating, revision, or dissemination.</p> <p>Disposition: Destroy 180 days after recordkeeping copy is generated.</p>	<p>NN-171-130 Item 2(a)</p>	

SA sent to Agency, NARA