

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	N1-59-02-8
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/16/02
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Correspondence and Records (S/ES-CR)			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE	ARCHIVIST OF THE UNITED STATES 11-22-02 <i>John W. Paul</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 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, 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 8/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Division Chief, A/RPS/IPS/PP
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See continuation pages.		

SA copies sent to Agency, NWD, number

July 2002

Secretary of State

Secretary's Memorandums of Conversation (MemCons).

- a. Memorandums of Conversation of the Secretary of State in both memorandum and telegraphic form.

Permanent. Cutoff and retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

- ~~b. Copies produced on electronic mail and word processing systems.~~

Obsolete: These items reflect a print and file process.

Temporary. Delete once recordkeeping copy has been produced.

Reported on 2/8/19 by Mark Sgambettera