

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <u>Department of State</u>	
2. MAJOR SUBDIVISION <u>Bureau of Public Affairs</u>	
3. MINOR SUBDIVISION <u>Office of the Historian (PA/HO)</u>	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
<u>Alice S. Ritchie</u>	<u>(202) 261-8345</u>

LEAVE BLANK (NARA use only)	
JOB NUMBER <u>NI-59-03-1</u>	
DATE RECEIVED <u>10/21/02</u>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
<u>12-3-02</u>	<u>John W. Cal</u>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<u>10/11/2002</u>	<u>Margaret G. Peppe</u> <i>Margaret G. Peppe</i>	Division Chief, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached.		

KA Copies sent to Agency, NARA

1. Office of Public Affairs (Historian Office) Condolence Files

Condolence letters, faxes, e-mail messages, cards, artwork, and other non-record material received from the public on the death of prominent individuals or after catastrophic events.

Headquarters Disposition: PERMANENT. Transfer to the National Archives when operational use is no longer required or within one year of event, whichever is sooner.