

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Bureau of Political-Military Affairs

3. MINOR SUBDIVISION
Office of Defense Trade Controls (PM/DTC)

4. NAME OF PERSON WITH WHOM TO CONFER
Alice S. Ritchie

5. TELEPHONE
(202) 261-8511

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-059-03-7*

DATE RECEIVED *7/25/03*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *11/00/2003* ARCHIVIST OF THE UNITED STATES
Howard Rowley

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 July 17, 2003	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Miscellaneous Correspondence</p> <p>Routine and general inquiry correspondence not related to a specific arms export case, registration, commodity jurisdiction case, or general correspondence case. Arranged by name of company.</p> <p><u>Disposition:</u> TEMPORARY. Cutoff and end of year. Destroy when 3 years old or when no longer needed, whichever is sooner.</p>	N1-59-92-32, item 13	

SA copy sent to Agency