

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		SAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-059-05-12	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 4/22/05	
2. MAJOR SUBDIVISION Office of Information Programs and Services (A/RPS/IPS)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Stevens Ritchie	5. TELEPHONE (202) 261-8511	DATE 4/22/05	ARCHIVIST OF THE UNITED STATES Alta Wenzel

**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 4/15/2005	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Deputy Director, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See continuation page		

## Records Common to Most Organizational Areas

### **Correspondence - Thank You Letters and Letters of Appreciation**

Letters of Thank You and Letters of Appreciation addressed to employees from members of Federal or non-Federal organizations. The letters are sent to employees who have provided "above and beyond" service to customers. Letters contain no significant documentation of the rights of citizens, Government activities, and no records pertaining to documenting the national experience. (EXCLUDES Department level correspondence)

#### a. Original letters

Disposition: TEMPORARY. Provide original letters to individual employee (addressee) to use for framing, placement in scrapbooks or personal files. Destroy/delete letters when two years old or when no longer needed for convenience of reference, whichever is later.

#### b. Copies of letters placed in official files, excluding copies filed in OPF. (Note: copies placed in OPF are disposed of in accordance with disposition instructions for OPF.)

Disposition: TEMPORARY. Destroy/delete when 2 years old, or in accordance with disposition instructions of files in which copies of letters are placed, whichever is later.