

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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

1. FROM (Agency or establishment)  
 Department of State

2. MAJOR SUBDIVISION  
 Bureau of Diplomatic Security

3. MINOR SUBDIVISION  
 Office of Foreign Missions (DS/OFM/ILG)

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

5. TELEPHONE  
 (202) 261-8343

SAVE BLANK (NARA use only)

JOB NUMBER  
 NI-59-06-4

DATE RECEIVED  
 10/11/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 2/16/06

ARCHIVIST OF THE UNITED STATES  
*Murphy*

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: 12/7/2005

SIGNATURE OF AGENCY REPRESENTATIVE: Margaret G. Peppe *Margaret G. Peppe*

TITLE: Deputy Director (A/RPS/IPS)  
 Agency Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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		

(12/14/05)

2/24/06 copies sent to Agency, NWML, NWMD, NWCTC

**Continuation Page for SF-115, Office of Foreign Missions (OFM)**

**1. Notification of Travel by Foreign Officials in the United States**

**Files contain hard copies of "Travel Alert" telegrams relating to travel by foreign officials in the United States.**

**TEMPORARY. Cut off when no longer needed for current business. Transfer to the Records Service Center for retirement to records storage facility. Destroy 100 years after cutoff.**