

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-59-86-3	DATE RECEIVED 02-27-86
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Comptroller (Assistant Secretary)		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION M/COMP			
4. NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5. TELEPHONE EXT. 647-6023	DATE 8-27-86	ARCHIVIST OF THE UNITED STATES <i>Frank B. Burke</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 2/21/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D. TITLE Chief, Records Management
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>General Subject Files of the Office of the Comptroller (Assistant Secretary)</p> <p>These records document the activities of the Comptroller (Assistant Secretary) in the directing and supervising a variety of budgetary and administrative activities, travel advances, financial management systems, vouchers, internal control, financial plans, retirement claims, Foreign Affairs, administrative support and related papers.</p> <p>Material documenting the development of the budget can be found in subsequent sections.</p> <p>Destroy when 5 years old.</p>		