

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <b>NI-59-87-2</b>	DATE RECEIVED <b>10-14-86</b>
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Authentication Office		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 FAIS/IS		4 NAME OF PERSON WITH WHOM TO CONFER  Willie Gee	5 TELEPHONE EXT  647-6023
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE <b>3-17-87</b>	ARCHIVIST OF THE UNITED STATES <i>Francis J. Burke</i>

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 \_\_\_\_\_ 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 <b>9/12/86</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D TITLE <b>Chief, Records Management</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>Authentication Requests</p> <p>Consist of letters from private individuals, organizations, and foreign governments requesting authentication of documents. The requesting letter is annotated to record the service performed and fee collected.</p> <p>Destroy when one year old.</p>		
2	<p>Undeliverable Cases</p> <p>Authenticated documents, request for fees, checks, money orders and letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, of support, original and copies of transcripts and diplomas. Material has been returned as undeliverable, no follow-up by requester.</p> <p>Destroy one year from day document was returned as undeliverable.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
3	<p>Copies of SF 219, Certificate of Deposit</p> <p>Office copies of the original, which is sent to BF/FS for processing. (See NN 170, Item 185). The above are office copies of the original.</p> <p>Destroy when <del>four</del><sup>three</sup> years old.</p>		
4	<p>Precedent Cases</p> <p>Background material, concerning the Amendatory Act approved Sept. 15, 1789 whereby the designation of the Department was charged to the principal officer, to the Secretary of State, provided, thus the adoption and use of a seal of office. Also includes policies, procedures and precedent uses of the seal.</p> <p>Retire to RSC when 5 years old. Retain for 25 years.</p>		
5	<p>Boycott Requests</p> <p>Requests which violate the Export Administrative Act of 1979</p> <p>Destroy when seven years old.</p>		
6	<p>Monthly Reports</p> <p>Record of total number of documents authenticated each month, customers who have received over the counter and mail service each month and fees. Also indicates total number of documents received by mail.</p> <p>Destroy when five years old.</p> <p>All changes to this proposed schedule have been approved by</p> <p><u>P. Dean Palmer</u> NARA appraiser</p> <p><u>12/16/86</u> Date</p> <p><u>Kathleen Lunn</u> Agency representative</p> <p><u>12/16/86</u> Date</p>		