

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	N1-59-87-3
DATE RECEIVED	November 25, 1986
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-3-87 Date	<i>Frank Machak</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
Bureau for Management

3 MINOR SUBDIVISION
Office of Foreign Service Institute

4 NAME OF PERSON WITH WHOM TO CONFER
Patricia R. Magin

5 TEL EXT
632-8806

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 one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.**
- B Request for disposal after a specified period of time or request for permanent retention**

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
	Frank Machak	<i>Frank Machak</i> Acting Chief, Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Orientation and Training Films</p> <p>Agency-sponsored orientation and training films consisting of motion pictures and videotapes used to convey sensitive information on intelligence matters about foreign affairs issues and policies. Films consists of speeches, foreign and US news items, and documentaries on issues relevant at the time. Films are used to train and orient personnel for overseas duties and are for internal distribution only.</p> <p>Destroy when 5 years old or when no longer needed for reference.</p>		
2	<p>Speaker Card Catalogue Index</p> <p>File consists of 3x5 index cards used as a finding aid for locating and retrieving films of speakers. Each card contains the name of the speaker, subject of speech, place of employment, and the name and location of the film.</p> <p>Destroy when 5 years old or when no longer needed for reference.</p>		

3/10/87 DOS, NNF