

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 NI-59-87-12	DATE RECEIVED 7-15-87
1 FROM <i>(Agency or establishment)</i> Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Commissary and Recreation (A/OPR/STP/CR)			
4 NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5 TELEPHONE EXT 647-6018	DATE 10/9/87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunk</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 7/13/87	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>Financial Statements</p> <p>Consists of balance sheets, profit/loss statements, copies of audit reports as required collected from non-government-operated post employee services and facilities abroad. These reports are collected semi-annually and are used to monitor financial activities of employee associations in compliance with 6 FAM. Also includes related correspondence exchanged between Department and posts. Arranged in alphabetical order by post.</p> <p>DISPOSITION. Maintain in semi-annual blocks. Retire to FAIM/RSC when 2 years old. DESTROY when 4 years old.</p>		

copies to agency, NNF
10-14-87
TRJ