



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	11-59-88-8
1 FROM <i>(Agency or establishment)</i> Department of State		DATE RECEIVED	12-1-87
2 MAJOR SUBDIVISION Administration		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Executive Office		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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5 TELEPHONE EXT 647-6023	DATE 4/17/88	ARCHIVIST OF THE UNITED STATES 

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 2 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 2/22/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Chief, Records Management Staff
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><u>Assistant Secretary for Administration and Information Management</u></p> <p><u>General Subject Files</u></p> <p>These records document the activities of the Assistant Secretary for Administration in a variety of administrative functions such as, policy, plans, programs, and procedures for Classification/Declassification, Foreign Buildings, Information Systems, Communications and Information Management.</p> <p>a. Consisting of airgrams, telegrams, general correspondence, congressionals, memorandum of conversations, briefing materials, letters, memoranda and related documents that have substantive content. Documents are arranged in the Records Classification System, and will be arranged in the future according to the TAGS/TERMS System.</p> <p>b. Index - Print out corresponding index to subject files. Retire with subject file.</p>		

*Copies sent to agency
HCF
MMF*

4/21/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

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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>
2.	<p>Volume: 57 cu.ft. Annual Accumulation: 8 cu.ft.</p> <p>Permanent. Transfer to RSC when 3 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.</p> <p><u>Country Files</u></p> <p>Consisting of airgrams, telegrams, general correspondence, congressionals, memorandum of conversations, briefing materials, letters, memoranda and other material relating to policies and procedures in the construction of overseas buildings.</p> <p>Volume: 2 cu.ft. Annual accumulation: less than 1 cu.ft.</p> <p>Permanent. Cut-off in year of project completion. Retire with block of subject files for that year.</p>		