

| | | | |
|---|------------------------------------|--|--|
| 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 N1-59-88-12 | DATE RECEIVED 12-18-87 |
| 1 FROM <i>(Agency or establishment)</i> Department of State | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Under Secretary for Management | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of Management Operations | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Alice L. Murray | 5 TELEPHONE EXT 647-0321 | DATE 4/7/89 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 12/9/87 | C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Kathleen Lannon | D TITLE Chief, Records Management Staff |
|--------------------------|--|---|

| 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 | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN 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> |
|-----------|---|----------------------------------|---|
| | <p><u>Post Profile System</u></p> <p>An automated system used to produce profiles of Foreign Service posts overseas, as well as country, regional or world profiles, used for management policy and planning purposes, trend reporting, etc.</p> <p>Destroy when information is obsolete or no longer needed.</p> <p>NA Form 14028 attached</p> | | |