

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-59-88-21	DATE RECEIVED 3-3-88
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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		acts	
4 NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5 TELEPHONE EXT 647-6023	DATE 8/30/88	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 2/25/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Kathleen M. Lannon	D TITLE Records Management Staff, Chief
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Moscow Microwave Files</u></p> <p><u>General Subject Files</u></p> <p>Consisting of telegrams, letters, general correspondence, congressionals, reports, summaries, claims, contracts, news clippings, medical reports, health reports, briefing materials, background materials and other related documents pertaining to Moscow Microwave problem.</p> <p>Permanent. Transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.</p> <p>Volume: 2 cu. ft. Annual Accumulation: none</p> <p>Lot 82D167</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p><u>Interagency Committee's Files</u></p> <p>Copies of agreements, memoranda, letters, statistical reports, committee reports, budget reports, White House Reports, working papers, telegrams, and other related documents which relate to management functions, operations in interagency committees of which the State Department took part.</p> <p>Permanent. Transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.</p> <p>Volume: 10 cu.ft. Annual Accumulation: none</p> <p>Lot 76D185 and WNRC Acc. No. 59-71A6682 boxes 1109-1116 Lot 62D129</p>		
3.	<p><u>Manpower Utilization Progress Reports</u></p> <p>Includes copies of official letters, surveys, congressionals, management plans, budget reports, correspondence, manpower management reports, progress reports, committee reports and other related documents on management functions, operations in formulating and implementing policy programs.</p> <p>Destroy immediately.</p> <p>Lot 76D205</p> <p>All changes to this SF 115 made per conversation of June 22, 1988, between Willie Gee, FAIM/RM, and David Langbart (NIRM).</p> <p><i>David A. Langbart 6/22/88</i> David A. Langbart, NIRM</p>		