

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 <i>NI-59-88-23</i>	DATE RECEIVED <i>3/15/88</i>
1 FROM <i>(Agency or establishment)</i> Department OF State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office OF The 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5 TELEPHONE EXT 647-6023	DATE <i>5/12/88</i>	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 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 3/4/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen M. Lannon</i> Kathleen M. Lannon	D TITLE Records Management Staff, Chief
-------------------------	--	---

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>MANAGEMENT CORRESPONDENCE FILES</u></p> <p>Consist of policy and procedural files of the Under Secretary for Management.</p> <p>Memoorandums, reports, and correspondence relating to management of the Department of State.</p> <p>Volume on hand: 97 cu.ft. Annual accumulation : 10 cu.ft.</p> <p>Permanent. Cut off at the end of the calender year. Retire to RSC for transfer to WNRC. Transfer to the National Archives in 5 year blocks when 30 years old.</p>		