

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 N1-59-89-17	DATE RECEIVED 2/6/89
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Policy Planning Staff		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 S/P			
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5 TELEPHONE EXT 647-6021	DATE 2/10/89	ARCHIVIST OF THE UNITED STATES <i>Claudia P. ...</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 1/5/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D TITLE Kathleen M Lannon 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>Director's Correspondence File</p> <p>Master set of all outgoing correspondence arranged in chronological sequence of the Director of the Policy Planning Staff. Consists of Information, Action and Briefing memorandums to the Department's Principals and other correspondence sent outside the Department.</p> <p>Permanent. At the end of an Administration, retain two years and retire the remaining records to RSC. Retire the last two years, two years after the start of a new Administration. Offer to the National Archives when 20 years old.</p> <p>Volume on Hand 18 cubic feet Annual Accumulation. 2-3 cubic feet</p>		
2	<p>Briefing Books</p> <p>Duplicate copies of briefing books prepared by the Secretariat Staff for the Secretary's visits to foreign countries.</p> <p>Destroy when no longer needed.</p>	<i>Non-record</i>	