

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-59-89-19
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	5/8/89
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Deputy Assistant Secretary for Personnel		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE EXT 647-6011	DATE	5/18/89
6 CERTIFICATE OF AGENCY REPRESENTATIVE		<i>Claudia M. ...</i>	

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 5/1/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i> KATHLEEN M. LANNON	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><b>Alphabetical Subject Files, 1967-1971.</b> Arranged alphabetically by subject. Letters, memorandums, press releases, discussion papers, pamphlets, agenda, and other documentation relating to personnel policies and programs.</p> <p>Volume: 4 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-<sup>78</sup><del>73</del>-<sup>140</sup><del>79</del> boxes 1-4</p> <p>PERMANENT. Transfer to the National Archives in 2002.</p>		
2.	<p><b>Organization Files, 1967-1971.</b> Arranged by organizational element of PER. Letters, memorandums, reports, clippings, minutes, lists, statistical tables, studies, and other documentation on personle policies and programs.</p> <p>Volume: 2 feet Annual accumulation: 0</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN (NARS USE ONLY)
	<p>WNRC Acc. No. 59-<del>73-79</del><sup>78 140</sup> boxes 4-6</p> <p>PERMANENT. Transfer to the National Archives in 2002.</p>		
3.	<p><u>Chronological Files, 1968-1971.</u> Arranged in reverse chronological order. Letters, memorandums, and other material relating to personnel policies and programs.</p> <p>Volume: 1 foot Annual accumulation: 0</p>		
	<p>WNRC Acc. No. 59-<del>73-79</del><sup>78 140</sup> boxes 6-7</p> <p>PERMANENT. Transfer to the National Archives in 2002.</p>		
4.	<p><u>Director General and Deputy Assistant Secretary for Personnel Files, 1966-1967.</u> Arranged by subject. Letters, reports, memorandums, memorandums of conversation, and other documentation relating to a wide variety of personnel related subjects.</p> <p>Volume: 6 inches Annual accumulation: 0</p>		
	<p>WNRC Acc. No. 59-<del>73-79</del><sup>78 140</sup> box 8</p> <p>PERMANENT. Transfer to the National Archives in 2002.</p>		
5.	<p><u>Name File, 1967-1971.</u> Arranged alphabetically. Correspondence and other material relating to the concerns of Foreign Service Officers of the Department of State.</p> <p>Volume: 6 inches Annual accumulation: 0</p>		
	<p>WNRC Acc. No. 59-<del>73-79</del><sup>78 140</sup> box 8</p> <p>PERMANENT. Transfer to the National Archives in 2002.</p>		