

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 N1-59-90-3	DATE RECEIVED 1/31/90
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Director General		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Personnel Operations Division			
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE EXT 647-6011	DATE 2/7/90	ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</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 _____ 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 1/25/90	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen M. Lannon (pm)</i> Kathleen M. Lannon	D TITLE Chief, Records Management Branch
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><u>Subject Files, 1940-1963.</u></p> <p>Arranged by subject. Memorandums, reports, agreements, correspondence, telegrams, minutes of meetings, memorandums of conversation, and other material relating to a wide variety of inter-departmental and other personnel-related subjects.</p> <p>WNRC Acc. No. 59-66A1149 boxes 194-196 Lot 65D355</p> <p>Volume on hand: 3 feet Annual accumulation: 0</p> <p>PERMANENT. Transfer to the National Archives in 1993 or sooner if negotiated between the Department of State and the National Archives.</p>		

*Copies sent to Agency
NCF, NNT, NAR 2/17/90*