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| 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-59-90-24</i> |
| 1. FROM (Agency or establishment) DEPARTMENT OF STATE | | DATE RECEIVED | <i>5-31-90</i> |
| 2. MAJOR SUBDIVISION Under Secretary of State | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER <i>Elijah Kelly</i> Marria Braden | 5. TELEPHONE EXT. <i>647-2976</i> 647-6011 | DATE <i>8/27/90</i> | ARCHIVIST OF THE UNITED STATES  |
| 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.

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| B. DATE <i>5/24/90</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marria Braden</i> Marria Braden | D. TITLE Acting Chief, Records Mgt. 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 GRS OR SUPERSEDED JOB CITATION | 10.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>UNDER SECRETARY OF STATE (U)</p> <p>Subject Files, 1961-1972.</p> <p>Arranged by subject. memorandums, correspondence, reports, chits, briefing papers and books, memorandums of conversation, drafts, press releases, telegrams, airgrams, and despatches, transcripts of telephone conversations, and other material. There are also small chronological files included. The files cover all areas of responsibility for the Under Secretary.</p> <p>Volume: 17 cubic feet Annual accumulation: 0</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to National Archives 30 years after the end of an incumbent's tenure.</p> | | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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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>Speech, Talk, Article, and Testimony Files, 1961-1969.</u></p> <p>Statements, speeches, remarks, drafts, memorandums, correspondence, notes, chits, press releases, and other material. These files cover appearances of the Under Secretary of State on TV and radio, speeches before organizations and agencies, testimony before Congress, and remarks at official ceremonies.</p> <p>Volume on hand: 9 feet Annual accumulation: 0</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to National Archives 30 years after the end of an incumbent's tenure.</p> | | |
| 3. | <p><u>General Files, 1969-1972.</u></p> <p>Arranged by name of correspondent. Incoming and outgoing correspondence and a few memorandums. Virtually all are congratulatory letters, thank you letters, and invitations to appear at various functions.</p> <p>Volume: 1 foot</p> <p>Destroy immediately.</p> | | |