

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-59-90-26

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED 11/2/90

1. FROM (Agency or establishment)  
DEPARTMENT OF STATE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Deputy Under Secretary for

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
Administration (O)

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*Willie Lee*

2/12/91

*[Signature]*

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 4 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10/23/90	<i>Willie Lee</i>	Acting Chief, OIS/PA/PO

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>APPRAISALS AND PROGRAM ANALYSIS</u> <u>(O/APA)</u></p> <p><u>O-Project Records, 1962-1965.</u></p> <p>Arranged by subject of O-Report. Memorandums, reports, project control sheets, correspondence, status reports, notes, chits, drafts, and other related documentation. Files document the activities of the O-Projects staff and the subject of its reports.</p> <p>Volume on hand: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-72A1739 boxes 205-206</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p>		

*Copy sent to agency, NAW, NNT, NCF 2/22/91*

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2.	<p align="center"><u>CENTER FOR INTERNATIONAL SYSTEMS RESEARCH</u> <u>(O/CISR)</u></p> <p><u>General Records, 1965-1967.</u></p> <p>Arranged by subject or type of record. Correspondence, reports, drafts, memorandums, notes, chits, studies, minutes of meetings, statements, agreements, speeches, and other material. Records relate to the policies, plans, and activities of the Center for International systems Research.</p> <p>Volume on hand: 4 feet Annual accumulation: 0</p> <p>RSC Lot 67D395</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 1999.</p>		
3.	<p align="center"><u>FOREIGN SERVICE INSTITUTE</u> <u>(O/FSI)</u></p> <p><u>Student Term Papers and A-200 Mid-Career Course in Foreign Affairs, 1954-1957.</u></p> <p>Arranged by type of record. Term papers prepared by students in the FSI and facilitative material relating to the A-200 Mid Career Course in Foreign Affairs.</p> <p>WNRC Acc. No. 59-62A624 box 538.</p> <p>Destroy immediately.</p>		
4.	<p align="center"><u>LOCAL PERSONNEL PROGRAM</u> <u>(O/LP)</u></p> <p><u>Subject Files, 1946-1965.</u></p> <p>Arranged by subject. Reports, correspondence, memorandums, copies of telegrams, operations memorandums, job descriptions, regulations, and issuances. Records relate to local personnel at Foreign Service Posts.</p> <p>WNRC Acc. No. 59-69A6308 boxes 175-176</p> <p>Destroy immediately.</p>		

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5.	<p align="center"><u>MANAGEMENT SUGGESTIONS AND CONSULTATIONS</u> <u>(O/MSC)</u></p> <p><u>Subject Files, 1961-1967.</u></p> <p>Arranged by subject. Studies, memorandums, charts, graphs, reports, "official-informal" correspondence, agendas, and other material. Records document the activities and responsibilities of O/MSC.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>RSC Lot 67D602</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 1999.</p>		
6.	<p align="center"><u>PERSONNEL PLANNING</u> <u>(O/PP)</u></p> <p><u>Studies and Briefing Books, 1962-1963.</u></p> <p>Unarranged. Two studies, two background books, and one briefing book. These records relate to U.S. relations with Brazil, Liberia, and Tunisia.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-71A6682 box 1108</p> <p>PERMANENT. Transfer to the National Archives in 1993.</p>		
7.	<p align="center"><u>SUBSTANTIVE INFORMATION SYSTEMS STAFF</u> <u>(O/SNS)</u></p> <p><u>Subject Files, 1961-1973.</u></p> <p>Arranged by subject. Memorandums, charts, correspondence, briefing material, clippings, chronologies, reports, studies, progress reports, trip reports, notes, chits, review comments, drafts, working papers, and other material. Records document the history of the development of the ADS/FAIS.</p>		

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8.	<p>Volume on hand: 6 feet                      Annual accumulation: 0</p> <p>RSC Lot 74D331</p> <p>PERMANENT. Transfer to WNRC immediately.                      Transfer to the National Archives in 2003.</p> <p><u>DIRECTOR GENERAL OF THE FOREIGN SERVICE</u>                      (O/DG)</p> <p><u>Subject Files, 1946-1966.</u></p> <p>Arranged by subject. Correspondence, reports,                      memorandums, drafts, notes, chits, and other                      material. Records document policies and plans on                      personnel matters.</p> <p>Volume on hand: 2 feet                      Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A6308 boxes 289-290.</p> <p>PERMANENT. Transfer to the National Archives in                      1996.</p> <p><u>WINDOW AMERICA PROGRAM</u>                      (O/WA)</p>		
9.	<p><u>Subject Files, 1965-1966.</u></p> <p>Arranged by subject. Reports, correspondence,                      telegrams, despatches, memorandums, and clippings.                      Records relate to the activities of the Window                      America Program.</p> <p>WNRC Acc. No. 59-72A1676 box 42</p> <p>a. Folders entitled "Window America Program" and                      "Chronological Files." (2 inches)</p> <p>PERMANENT. Transfer to the National Archives                      in 1996.</p> <p>b. All other records.</p> <p>Destroy immediately.</p>		