

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-59-90-27
1. FROM (Agency or establishment) DEPARTMENT OF STATE		DATE RECEIVED	10-19-90
2. MAJOR SUBDIVISION Executive Secretariat		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
		10/31/90	<i>[Signature]</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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10/19/90	<i>[Signature: John E. Morse]</i>	Chief, Records Service Center

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 GRS OR SUPERSEDED JOB CITATION	10.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>Organization Files, 1945-1960.</u></p> <p>Arranged by organizational element of the Department of State. Memorandums, notes, chits, correspondence, reports, lists, instructions, and other material. The files document the support given by the Executive Secretariat to the Secretary of State and his extended staff and intra-departmental relationships.</p> <p>Volume: 2 feet</p> <p>WNRC Acc. No. 59-63A389 box 600 WNRC Acc. No. 59-66A363 box 803</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		