

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-59-91-4

DATE RECEIVED

10-11-90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)
DEPARTMENT OF STATE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Under Secretary for

3. MINOR SUBDIVISION
Political Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Elijah Kelly

5. TELEPHONE EXT.

647-2976

DATE

10/29/90

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.

B. DATE <i>9-24-90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marria Braden</i> Marria Braden	D. TITLE Acting Chief, Records Management Br.
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p align="center">UNDER SECRETARY FOR POLITICAL AFFAIRS</p> <p><u>Subject Files.</u></p> <p>Arranged by subject. Memorandums, memorandums of conversation, briefing memorandums, action memorandums, drafts, correspondence, notes, reports, briefing material, airgrams, telegrams, testimony, prepared statements, agendas for meetings, minutes of meetings, and other material. Document the general responsibilities and activities of the Under Secretary for Political Affairs.</p> <p>Volume on hand: 45 feet Annual accumulation: 5-7 feet</p> <p>PERMANENT. Cut off at the end of the tenure of the incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p> <p><i>Copies sent to agency, NN-W NNT/NCF</i></p>		

10/31/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
2.	<p><u>Chronological Files.</u></p> <p>Arranged chronologically. Memorandums, correspondence, memorandums of conversation, reports, telegrams, airgrams, situation reports, and other material. Document the general responsibilities and activities of the Under Secretary for Political Affairs.</p> <p>Volume on hand: 22 feet Annual accumulation: 2-4 feet</p> <p>PERMANENT. Cut off at the end of the tenure of the incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		
3.	<p><u>Speech and Testimony Files.</u></p> <p>Arranged chronologically. Texts of classified and unclassified speeches and testimony before Congress. Files may also contain drafts, background, and supporting documentation such as memorandums and correspondence.</p> <p>Volume on hand: 5 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of the tenure of the incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		
4.	<p><u>Appointment Books, Logs, and Calendars.</u></p> <p>Arranged chronologically. Appointment books, logs of visitors and telephone calls, and calendars maintained by the Under Secretary for Political Affairs.</p> <p>PERMANENT. Cut off at the end of the tenure of the incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p> <p>Volume on hand: 5 feet Annual accumulation: 1 foot</p>		