

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-59-91-5

DATE RECEIVED

10-11-91

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Counselor (C)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Elijah Kelly

5. TELEPHONE EXT.

647-2976

DATE

10/25/91

ARCHIVIST OF THE UNITED STATES

C. Lawrence Jewell

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

9-14-90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Mania Braden

D. TITLE

Actg. Chief, Records Mgt. Branch

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 GRS OR SUPERSEDED JOB CITATION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. Subject Files.

THE COUNSELOR

Arranged by subject. Memoranda, memoranda of conversation, reports, correspondence, notes, chits, Briefing Memoranda, Action Memoranda, Information Memoranda, telegrams, airgrams, drafts, briefing books, clippings, statements, agendas, and other material. Records relate to the activities, responsibilities, and interests of the Counselor. Included are files on trips and meetings.

Volume on hand: 34 feet
Annual accumulation: 5-6 feet

PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

Copies sent to agency, NWT, NN-W, NCF 10/30/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

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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>
2.	<p><u>Country Files.</u></p> <p>Arranged by name of country. Memoranda, memoranda of conversation, Action Memoranda, Briefing Memoranda, Information Memoranda, telegrams, airgrams, reports, correspondence, statements, briefing papers, publications, notes, drafts, chits, and other material. Records relate to activities, responsibilities, and interests of the Counselor as they relate to specific countries.</p> <p>Volume on hand: 7 feet Annual accumulation: 2 feet</p> <p>PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		
3.	<p><u>Chronological Files.</u></p> <p>Arranged chronologically. Memoranda, memoranda of conversation, Action Memoranda, Briefing Memoranda, Information Memoranda, reports, correspondence, notes, telegrams, airgrams, statements, chits, and other material. Records cover the activities, responsibilities, and interests of the Counselor.</p> <p>Volume on hand: 14 feet Annual accumulation: 4 feet</p> <p>PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		