

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-59-91-8**

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

DATE RECEIVED
10-17-90

1. FROM (Agency or establishment)
Department of State

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Intelligence and Research

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Pat Magin

647 - 6021

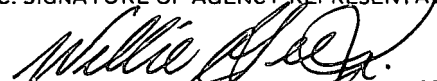
3/11/91



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 10/17/90 | C. SIGNATURE OF AGENCY REPRESENTATIVE  | D. TITLE Willie Gee, Acting Chief Records Management Staff |
|----------------------------|--|--|

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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>Intelligence Research Reports (IRR)</u></p> <p>Master set of all Intelligence Reports generated by the Bureau and maintained in a central location.</p> <p>Annual accumulation: 1-2 feet</p> <p>PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.</p> | | |
| 2. | <p><u>Weekend Edition</u></p> <p>An adjunct to the Secretary's Morning Summary which elaborates on current intelligence topics. Published bi-weekly and distribution is limited to those receiving the morning summary.</p> <p>Annual accumulation: 1/8 foot</p> | | |

Copies sent to agency, NN-W, NNT, NCF 3/14/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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NI-59-91-8

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|-------------------|---|--|---|
| 3. | <p>PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.</p> <p><u>INR Brief</u></p> <p>Intelligence publication on one particular issue or subject.</p> <p>Annual accumulation: Unknown because this is a recent publication.</p> | | |
| 4. | <p>PERMANENT. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.</p> <p><u>INR Magazine</u></p> <p>Biweekly or Monthly office publications containing recent highlights and trends on intelligence issues.</p> <p>Destroy when one year old.</p> <p>[All changes to original submission made per telephone conversation of February 28, 1991 between David Langbart (NIRM) and Betty Bates (Acting Chief, OIS/RA/RD)]</p> | | |