

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-59-91-22
1. FROM (Agency or establishment) DEPARTMENT OF STATE		DATE RECEIVED	6/3/91
2. MAJOR SUBDIVISION Bureau of Educational and		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Cultural Affairs		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Betty Bates	5. TELEPHONE EXT. (202) 647-6018	DATE 8/14/91	ARCHIVIST OF THE UNITED STATES <i>Claudia F...</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 5 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 5/20/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Betty Bates</i>	D. TITLE Acting Chief, Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>MULTILATERAL POLICY PLANNING STAFF (CU/MPP)</p> <p><u>General Conference Files, 1954-1964</u>. Arranged by subject or name of conference. Memorandums, correspondence, telegrams, reports, circular letters, agendas, speeches, and other material relating to U.S. attendance at conferences.</p> <p>Volume: 3 feet</p> <p>WNRC Acc. No. 59-68A5098 boxes 266 and 267 (part) WNRC Acc. No. 59-69A6308 boxes 108-109</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p>		
2.	<p><u>UNESCO Director General and Executive Board Files, 1959-1964</u>. Arranged chronologically by year. Memorandums, correspondence, telegrams, speeches, notes, and other material relating to the Department's relationship with UNESCO.</p> <p>Volume: 3/4 foot</p>		

Copies sent to agency, N.E. 8/22/91

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3.	<p>WNRC Acc. No. 59-68A5098 box 267 (part)</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p> <p><u>Subject Files, 1961-1964.</u> Arranged by subject. Memorandums, correspondence, telegrams, reports, press releases, charts, forms, and other material relating to budgetary matters.</p> <p>Volume: 1 foot</p> <p>WNRC Acc. No. 59-68A5098 box 268</p> <p>Destroy immediately.</p> <p>OFFICE OF CULTURAL EXCHANGE (CU/OCE)</p>		
4.	<p><u>Foreign Leader Program and Group Files, 1950-1959.</u> Arranged by name of institute or conference. Memorandums, correspondence, telegrams, itineraries, reports, contracts, and other material.</p> <p>WNRC Acc. No. 59-66A363 box 175</p> <p>Destroy immediately.</p> <p>OFFICE OF PROGRAM DEVELOPMENT AND EVALUATION (CU/PDE)</p>		
5.	<p><u>Chronological File, 1963-1967.</u> Arranged chronologically. Memorandums, correspondence, telegrams, reports, position papers, records of decisions, and other material relating to the Department of State's educational and cultural program.</p> <p>Volume: 3/4 foot</p> <p>WNRC Acc. No. 59-69A3446 box 98 (part)</p> <p>PERMANENT. Transfer to the National Archives in 1999.</p>		
6.	<p><u>Subject Files, 1965-1967.</u> Arranged by subject. Memorandums, correspondence, drafts, reports, and other material relating to educational and cultural matters.</p>		

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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)
	<p>Volume: 1/4 foot</p> <p>WNRC Acc. No. 59-69A3446 box 98 (part)</p> <p>PERMANENT. Transfer to the National Archives in 1999.</p>		
7.	<p><u>Special Periodical Project Files, 1966-1967.</u> Arranged by region and thereunder by name of country. Memorandums, correspondence, telegrams, accounting forms, invoices, contracts, and other material relating to the providing of American periodicals to former grantees.</p> <p>WNRC Acc. No. 59-71A2100 boxes 295-297 (part)</p> <p>Destroy immediately.</p>		
8.	<p><u>Foreign Orientation Files, 1963-1966.</u> Arranged by region. Memorandums, correspondence, telegrams, agendas, and other material relating to the distribution of orientation material.</p> <p>WNRC Acc. No. 59-71A2100 box 297 (part)</p> <p>Destroy immediately.</p>		
9.	<p><u>The Test of English as a Foreign Language (TOEFL) Files, 1965-1966.</u> Arranged by region and thereunder by name of country. Memorandums, correspondence, telegrams, and other material relating to the administration of TOEFL.</p> <p>WNRC Acc. No. 59-71A2100 box 298</p> <p>Destroy immediately.</p>		
10.	<p><u>Organization Grant-In-Aid Files, 1966.</u> Arranged by name of organization. Memorandums, correspondence, telegrams, grant agreements, reports, and other material relating to the administration of grants to private organizations.</p> <p>WNRC Acc. No. 59-71A2100 box 299 (part)</p> <p>Destroy immediately.</p>		
11.	<p><u>Country Grant-In-Aid Files, 1966-1967.</u> Arranged by name of country. Memorandums, correspondence, telegrams, grant agreements, reports, and other</p>		

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	<p>material relating to the administration of grants funds for the Fulbright Program.</p> <p>WNRC Acc. No. 59-71A2100 boxes 299 (part) and 300 (part)</p> <p>Destroy immediately.</p>		
12.	<p><u>Miscellaneous Files, 1958-1967.</u> Arranged by subject. Memorandums, correspondence, telegrams, reports, itineraries, agenda, program guides, and other material relating to the administration of orientation and grant programs.</p> <p>WNRC Acc. No. 59-71A2100 boxes 300 (part)-302</p> <p>Destroy immediately.</p> <p style="text-align: center;">PLANS AND DEVELOPMENT STAFF (CU/PDS)</p>		
13.	<p><u>Organization and Function Files of the Inter-American Program Officer, 1959-1960.</u> Arranged by subject or activity. Memorandums, reports, correspondence, telegrams, reports, organization charts, and other material relating to the Inter-American Program Office.</p> <p>Volume: 1-1/2 feet</p> <p>WNRC Acc. No. 59-63A217 boxes 97-98 (part)</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p>		
14.	<p><u>P.L. 480 Files, 1957-1958.</u> Arranged by name of country. Telegrams, despatches, memorandums, and other material relating to the expenditure of P.L. 480 funds.</p> <p>WNRC Acc. No. 59-63A217 box 98 (part)</p> <p>Destroy immediately.</p>		
15.	<p><u>Country Files, 1959-1962.</u> Arranged by name of country. Memorandums, correspondence, program proposals, minutes of meetings, reports, and other material relating to the award and administration of grants.</p>		

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16.	<p>WNRC Acc. No. 59-63A389 box 138</p> <p>Destroy immediately.</p> <p><u>Files of the Inter-Agency Committee for the Implementation of the U.S.-Japan Centennial, 1959-1961.</u> Arranged by type of activity and thereunder by name or subject. Memorandums, correspondence, notes, agendas, reports, background papers, briefs, and other material relating to the celebration of the 100th anniversary of the first Japanese diplomatic mission to the U.S.</p> <p>Volume: 1 foot</p> <p>WNRC Acc. No. 59-63A389 box 139</p> <p>PERMANENT. Transfer to the National Archives in 1996.</p> <p>PLANS AND DEVELOPMENT STAFF, EVALUATION BRANCH (CU/PDS/EV)</p>		
17.	<p><u>Annual Reports and Program Proposals from U.S. Educational foundations and Commissions, 1949-1957.</u> Arranged by type of report, thereunder by year, thereunder by country. Copies of annual reports and program proposals submitted by U.S. educational foundations and commissions on the Fulbright Program.</p> <p>Volume: 4 feet</p> <p>WNRC Acc. No. 59-64A200 boxes 44-47</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
18.	<p><u>Foreign Grantee Evaluation Reports, 1930-1953.</u> Arranged by name of country and thereunder by fiscal year. Index cards used in evaluation of foreign grantees.</p> <p>WNRC Acc. No. 59-64A200 boxes 48-50</p> <p>Destroy immediately.</p> <p>NOTE: Temporary records covered by the GRS that are interspersed among permanent series will be destroyed during archival processing.</p>		