

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO. NI-59-91-23	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 1-18-91	
1. FROM <i>(Agency or establishment)</i> Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION FMSS/GS/Auth		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5. TELEPHONE EXT. 647-6023		
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 01/14/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Management Branch, Acting Chief
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	<u>Office of Authentications</u> <u>Apostilles</u> Consists of a certificate issued by the Authentication Office for documents that are destined for use in 33 countries as specified in the treaty Abolishing requirements of Legislation for Foreign Public Documents which became effective October 15, 1981. Article 7 of the treaty indicates that a register or card index must be kept. In addition a copy of the actual Apostille is maintained. Cut off at the end of 5 years and retire to the Records Service Center. Transfer to WNRC when 7 years old. Destroy when 20 years old.		
2.	<u>Record of Fees</u> Documents which indicate the name of the person or company requesting authentication services, number of documents, check number, and amount of money deposited		

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	<p>and whether a check or money order was used (Form DS- / ; 1759).</p> <p>Destroy after GAO audit or when 5 years old, whichever is sooner</p>		