

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-59-91-27
1. FROM (Agency or establishment) DEPARTMENT OF STATE		DATE RECEIVED	3-8-91
2. MAJOR SUBDIVISION EUR/CE		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Willie Gee	5. TELEPHONE EXT. 647-6023	DATE 5/8/91	ARCHIVIST OF THE UNITED STATES <i>Claudia Perkin</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 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 3/1/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Betty F. Bates</i>	D. TITLE Records Management Branch, Acting
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	<u>Berlin Desk Files 1957 - Present</u> Political Subject Files Arranged by subject. Consist of copies of memoranda, correspondence, telegrams, speeches, official-informals, memoranda of conversations, briefing papers, position papers, press releases, reports, notes, and other related material to issues and activities in Berlin. Volume: 128 cu. ft. Annual Accumulation. 4 cu. ft. PERMANENT. Cut off at the end of the calendar year. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.		
2.	<u>Berlin Task Force Files 1951 - 1965</u> Arranged by subject. Consist of papers on Berlin Working Groups, Group of Four Meetings, Contingency Plans, official-informal, letters, copies of telegrams, Quadripartite Committee Reports (Bonn), papers on Four-Power Working		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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37.	<p>Group, minutes and meeting agendas, and binders on the Allied High Commission. Records relate to the administration of Berlin, including Four-Power and Allied issues and activities in Berlin.</p> <p>Volume: 6 cu. ft. Annual Accumulation: none</p> <p>PERMANENT. Retire to RSC immediately for transfer to WNRC. Transfer to the National Archives in 1996.</p> <p><u>Four Power Talks 1970 - 1971</u></p> <p>Arranged by subject. Consist of copies of airgrams, telegrams, treaties, memoranda, briefings, and other related papers on Berlin. Records relate to the Quadripartite Agreement on Berlin signed on September 3, 1971.</p> <p>Volume: 3 cu. ft. Annual Accumulation: none</p> <p>PERMANENT. Retire to RSC immediately for transfer to WNRC. Transfer to the National Archives in 2003.</p>		
47.	<p>¹⁹⁵⁷ ¹⁹⁷⁷ <u>Live Oak 1961 - 1976</u></p> <p>Arranged by subject. Consist of copies of Berlin Contingency Plans, hand written notes, draft comments, telegrams, airgrams, Aide-Memories, and other related papers. Records relate to planning and military exercises in the event of Berlin access crisis.</p> <p>Volume: 3 cu. ft. Annual Accumulation: none</p> <p>PERMANENT. Retire to RSC immediately for transfer to WNRC. Transfer to the National Archives in 2007.</p>		

All changes to original submission made per telephone conversation with Betty Bates (OIS/R.A/RS) on April 29, 1991. J. A. Laybarr