



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-91-32	DATE RECEIVED 11/4/91
1. FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Policy Planning Staff			
3. MINOR SUBDIVISION		DATE 11/18/91	ARCHIVIST OF THE UNITED STATES 
4. NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5. TELEPHONE 647-7123		

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 10/28/91	SIGNATURE OF AGENCY REPRESENTATIVE  Kenneth F. Rossman	TITLE Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Note:</b> This schedule covers records of the Policy Planning Staff (S/P) and predecessor organizations for the period 1963 to 1981.</p> <p><b>Subject, country, and Area Files, 1963-1981.</b></p> <p>Arranged by subject, name of country, or region of the world. Memorandums, memorandums of conversation, drafts, remarks, speeches, statements, reports, chits, notes, briefing papers, press releases, airgrams, telegrams, correspondence, "official-informal" correspondence, estimates, and other material. Records relate to specific topics, individual countries, and geographic regions.</p> <p>Volume on hand: 69 feet</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.</p> <p><i>Copy to agency 6/10/92</i> <i>Copy sent to NN-W NAT/ACF 12/20/92</i></p>		

2. **Chronological Files, 1963-1981.**

Arranged chronologically or by name of staff member or type of records and thereunder chronologically. Memorandums, memorandums of conversation, drafts, remarks, speeches, statements, reports, briefing papers, airgrams, telegrams, correspondence, "official-informal" correspondence, and other material. Records relate to all aspects of the work of S/P.

Volume: 42 feet

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

3. **National Policy Papers, 1962-1966.** Arranged by subject of paper. Drafts, comments, and final versions of National Policy Papers prepared by S/P.

Volume: 2 feet

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

4. **Miscellaneous Records, 1963-1981.** Arranged by type of record or by year and thereunder by name. Briefing books, correspondence, notes, chits, reports, publications, and other material. Records relate to the activities and functions of S/P.

Volume: 6 feet

PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.