

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**DEPARTMENT OF STATE**

2. MAJOR SUBDIVISION  
 Bureau of Diplomatic Security

3. MINOR SUBDIVISION  
 Office of Information Services

4. NAME OF PERSON WITH WHOM TO CONFER  
 John A. Cruce

5. TELEPHONE  
 647-7123

**LEAVE BLANK (NARA use only)**


JOB NUMBER  
 N1-59-92-16

DATE RECEIVED  
 4-17-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 4/28/92


ARCHIVIST OF THE UNITED STATES  


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 1 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: 4/13/92

SIGNATURE OF AGENCY REPRESENTATIVE:   
 Kenneth F. Rossman

TITLE: Chief, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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><u>OVERSIZED ENCLOSURES, 1973 -</u></b></p> <p>Arranged by name of post or by covering document number. Oversize enclosures to airgrams. These records are not microfilmed at the time of receipt.</p> <p>Annual accumulation: c. 10 feet per year</p> <p>PERMANENT. Transfer to WNRC at the end of the calendar year. Transfer to the National Archives when 30 years old or along with related ADS film, whichever is sooner.</p>		

*Copies sent to agency, NN-W, NNT, NCP 6/2/92*