

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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Victoria A. Coffineau

202-647-6022

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-59-93-6

DATE RECEIVED

4/5/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

6-23-93

Justing
ARCHIVIST OF THE UNITED STATES

Candy Huskamp Peterson

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 4 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

4/5/93

SIGNATURE OF AGENCY REPRESENTATIVE

Kenneth F. Rossman
Kenneth F. Rossman

TITLE

U.S. Department of State
Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Deputy Assistant Secretary for Politico-Military Affairs
{G/PM}

1. **Subject Files, 1961-1963.** Arranged by subject. Memorandums, notes, chits, memorandums of conversation, telegrams, position papers, "official-informal" correspondence, minutes of meetings, drafts, agendas, and other material relating to politico-military issues.

Volume: 2 feet. Lot 65D134.

WNRC Acc. No. 59-71A6682 box 898
and RSC box 184.

PERMANENT. Transfer to the National Archives immediately.

Copies sent to agency, NN-W, NNT, NCF, NIA 7/6/93

Bureau of International Organization Affairs
{IO}

2. **Position Papers and Background Books, 1945-1964.** For meetings of the 1st through 7th sessions of the UN General Assembly, the files are arranged by session and thereunder by committee followed by books on given subjects. For the 8th through 19th sessions, the records are arranged by committee. The files include processed copies of position papers for U.S. participation in the UN, copies of telegrams, memorandums of conversation, reports, instructions, press releases, publications, UN documents, and other material. Beginning with the 18th General Assembly, the U.S. position on political items on the General Assembly agenda are covered by an overall "Strategy Paper."

Volume: 29 feet. Lot 71D440 (part).

WNRC Acc. No. 59-75-41 boxes 1-29.

PERMANENT. Transfer to the National Archives immediately.

3. **Mission Documents, 1945-c.1955.** Arranged numerically by a numbering system tied to the numbering system used by the UN Secretariat for UN documents. Processed issuances of USUN consisting of documents duplicated for distribution to the Department of State, USUN staff, and foreign service posts. They consist of memorandums of conversation, agendas, reports, summaries, and other types of materials.

Volume: 16 feet. Lot 71D440 (part).

WNRC Acc. No. 59-75-41 boxes 30-45.

Destroy immediately.

4. **Department of State Documents, 1945-1953.** Arranged numerically with the prefix SD/S. Reports, memorandums, diplomatic notes,

correspondence, publications, telegrams, aides memoire, and other material relating to issues in the UN.

Volume: 3 feet. Lot 71D440 (part).

WNRC Acc. No. 59-75-41 boxes 46-48.

PERMANENT. Transfer to the National Archives immediately.

Office of the Chief of Protocol
{O/CPR}

5. **Birthday greeting acknowledgment, election and inauguration, and Fourth of July messages, 1940-1963.** Arranged by type of message and thereunder chronologically. Extra copies and carbons of telegrams and carbon copies of memorandums. There are three basic types of messages. The first are messages sent by the President through the Department of State acknowledging receipt of birthday greetings. The second type of message are those acknowledging receipt of congratulations on winning elections and taking the oath of office. The third set of messages are Fourth of July messages for 1961 and 1963. There is also one folder relating to protocol for diplomatic receptions.

Volume: 1 foot. Lot 64D338.

WNRC Acc. No. 59-68A1414 box 427.

Destroy immediately.

Office of Operations
Records Management Division
{OPR/RM}

6. **Issuances, 1947-1955.** Unarranged. Issuances of the Bank for International Settlement, the Bipartite Transportation Panel, and the Bipartite Control Office.

Volume: 1 foot

WNRC Acc. No. 59-65A987 box 1433

Destroy immediately.

Office of Operations
Automated Data Processing Division
{OPR/ADP}

7. Position Control Cards, n.d. 20 boxes of computer punch cards. The cards are of two types: DS-1083: Departmental Employee and Position Control Card and DS-1028: Foreign Service Employee and Position Control Card. The cards contain fields for name, position control number, series, and organization.

WNRC Acc. No. 59-66A1149 boxes 761-780.

Destroy immediately.