

**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  
 [REDACTED] Under Secretary for Management

3. MINOR SUBDIVISION  
 White House Liaison

4. NAME OF PERSON WITH WHOM TO CONFER  
 Pat Magin

5. TELEPHONE  
 647-6021

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-59-93-25

DATE RECEIVED  
 7/1/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 7-17-93

ARCHIVIST OF THE UNITED STATES  
*Cindy Huckamp Peters*

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: 6/28/93

SIGNATURE OF AGENCY REPRESENTATIVE: *Kenneth F. Rosmer*

TITLE: 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See Attachment</p> <p>Block 2 changed per telephone conversation of 7/2/93 between Laurel Langhart (NIRM) and Pat Magin (OIS/RA/RS).</p> <p><i>LA Langhart, NIRM</i>  <i>7/3/93</i></p> <p><i>Copies sent to agency 7/28/93</i></p>		

1. General Personnel File

Files on individuals who have applied for positions with the State Department and were not hired. Includes resumes, correspondence, memorandums, biographic information, letters of recommendations, etc. Files are arranged alphabetically.

Destroy after change of Administration.

2. Political Appointee Briefing Books

General information on political appointees, i.e. organization charts, procedures, notes on potential appointees, White House comments, etc.

Destroy after change of Administration.

3. Memorandums to the President

Duplicates of memorandums to the President recommending political appointees. Includes outgoing memorandum to the White House and incoming from the White House with approval or disapproval and notes regarding the recommendations.

Destroy after change of Administration.

4. United Nations - Political Appointees

Files on political appointees to the United Nations and Councils. Contains copies of recommendations for appointments, biographic information, resumes, and any other information pertaining to the appointee.

Destroy after change of Administration.

5. Speechwriters

Resumes submitted by the White House on individuals interested in positions as speechwriters.

Destroy when no longer needed.

6. Presidential Boards and Commissions

Appointments by the Secretary of State for Presidential Boards and Commissions. Contains copies of memorandums of appointments, recommendations, resumes, etc.

Destroy upon change of Administration.

7. Ambassadors Nomination Package

Copies of documents concerning nominations for ambassadors arranged alphabetically. Contains internal memorandums, White House correspondence, biographic information, nomination paperwork, background information, etc.

Destroy upon change of Administration.

8. Current Ambassadors

Copies of documents on current ambassadors containing information on appointments, committee hearings, press releases, biographic information, newspaper articles, memorandums of approval from the White House, etc. Files are arranged (1) alphabetically and (2) by country.

Destroy upon change of Administration.

9. Resignation of Ambassadors

Files on resignation of ambassadors during the current Administration. Contains copies of the letter of resignation.

Destroy upon change of Administration.

10. Senior Executive Service (SES)

Printout of database of individuals in the SES containing name of person, date promoted, office, date left office, etc.

Destroy when no longer needed.

11. Schedule C, Non-Career SES Appointments

Notebooks and files on all Schedule C and Non-Career SES appointments in the State Department. Contains copy of resumes, memorandum of recommendation, position description, copy of SF 171, copy of financial disclosures, etc.

Destroy upon change of Administration.

12. Presidential Delegation File

Files on individuals appointed to Presidential Delegations. Contains biographic information, resumes, application for position, financial disclosures, notes and related documentation.

Destroy upon change of Administration.