

**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  
 Assistant Secretary and Principal Deputy Assistant Secretary/OES

3. MINOR SUBDIVISION  
 OES

4. NAME OF PERSON WITH WHOM TO CONFER  
 Willie Gee, Jr.

5. TELEPHONE  
 647-6023

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 N1-59-93-27

DATE RECEIVED  
 3-8-93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 4-22-93

ARCHIVIST OF THE UNITED STATES  
*Credy 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 3 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: 01/28/93

SIGNATURE OF AGENCY REPRESENTATIVE: *Kenneth F. Rossman*

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 GRS OR SUPERSEDED JOB CITATION	10.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 - Assistant Secretary and Principal Deputy Assistant Secretary Office</p> <p><i>all changes made per telephone conversation of April 9, 1993 between Willie Gee (OES/RA/RO) and Laurel Langhart (NIR/RA). DL Langhart 4/9/93</i></p>		

ASSISTANT SECRETARY OF BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

ASSISTANT SECRETARY'S FILES

1. SUBJECT FILES - Arranged by subject.

Memorandum of understanding, telegrams, airgrams, congressional, position papers, letters, general correspondence, reports, handwritten notes, policy papers, and other documentation. Documents international environmental, oceanic, nuclear and scientific affairs.

DISPOSITION: PERMANENT: Cutoff at the end of the incumbents tenure. Retire to the Records Service Center (IS/OIS/RSC). Transfer to WNRC when 30 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 3 cu. ft.

Est. annual accumulation: 1 cu. ft.

2. CHRONOLOGICAL FILES - Arranged chronologically.

Incoming and outgoing correspondence, telegrams, airgrams, reports, memorandums, background notes and other documentation acted on or signed by the Assistant Secretary.

DISPOSITION: PERMANENT: Cutoff when 1 year old. Transfer to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 6 cu. ft.

Est. annual accumulation: 2 cu. ft.

PRINCIPAL DEPUTY ASSISTANT SECRETARY'S FILES

3. SUBJECT FILES - Arranged by subject.

Memoranda of understanding, letters, telegrams, airgrams, briefing notes, talking points, press releases, position papers and other documentation. Documents international, environment, oceanic and scientific affairs.

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DISPOSITION: PERMANENT: Cutoff when 1 year old. Transfer to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 3 cu. ft.

Est. annual accumulation: 1 cu. ft

#### 4. CHRONOLOGICAL FILES - Arranged Chronologically

Arranged chronologically. Incoming and outgoing General correspondence telegrams, airgrams memorandum of understanding, reports, position papers and other documentation.

DISPOSITION: PERMANENT: Cutoff when 1 year old. Transfer to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

Est. volume on hand: 3 cu. ft.

Est. annual accumulation: 1 cu. ft