

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Legislative Affairs	
3. MINOR SUBDIVISION Office of Legislative Management	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Pat Magin	647-6021

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-59-93-37	
DATE RECEIVED 9/8/93	
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
10-25-93	<i>Candy Huskamp Peterson</i>

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 9/8/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Department of State Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attachment		

*Copies sent to agency, NNLW, NNT 11/1/93*

## **Office of Legislative Management**

### **1. Program Files**

Files arranged by the TAGS/Terms filing system, by country or by subjects on political, economic, management, and international issues. Contains background material, i.e. copies of cables, Congressional Records, legislation, Presidential decisions, press releases, news articles, publications, and responses to Members of Congress. Files are maintained for convenience and reference.

Destroy when no longer needed.

### **2. Briefings File**

Arrangements for briefings and hearings requested by Members of Congress on economic and communication issues. Includes arrangements, meeting agendas, participants and summary of meetings.

Destroy when 1 year old.

### **3. Weekly Legislative Highlights to the Secretary**

Summary of weekly activities on economic and international communications issues.

Destroy when 1 year old.