

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-93-48	DATE RECEIVED 8-12-93
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE 3-29-94	
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE 647-6021	ARCHIVIST OF THE UNITED STATES <i>Credly Husband 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 \_\_\_ 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 6/16/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Personnel Management Files  Routine correspondence pertaining to personnel assignments, e.g. notification of hiring or reassignment of personnel, status of briefing or debriefing, etc.  Block by year. Destroy the paper when 3 years old. Earlier disposal is authorized if records are no longer needed.		
2	Monthly Status Reports  Reports submitted by Divisions, Contractors, or Sites on the monthly operations or activities of each area.  Block by year. Destroy when 3 years old.		

*Copy sent to Agency @ 4/5/94*