

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NF-89-9440
1. FROM (Agency or establishment) U.S. Department of State		DATE RECEIVED	6/7/94
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of the Procurement Executive (A/OPE)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Victoria A. Coffineau	202-647-6022		- WITHDRAWN -

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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/1/94	<i>Kenneth F. Rosner</i>	Records Officer U.S. Department of State

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>ROUTINE PROCUREMENT FILES</u> (Department-wide)</p> <p>Contract, requisition, purchase order, lease, and bond and surety records including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(2) Transactions of \$25,000 or less and construction contracts under \$2,000.</p> <p>DISPOSITION: Destroy 1 year after final payment.</p>	GRS 3, Item 3a(2)	WITHDRAWN