

<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 N1-59-95-9	DATE RECEIVED 6/21/95
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Intelligence and Research		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Intelligence, Liaison, Research Division			
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE 647-6021	DATE 7/14/95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 5/30/95	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attachment		

*Copies sent to agency, NCF, NNT, NIA 7/19/95*

1. Program Files

Information arranged by subjects and countries on INR/IL/RD's coordination of posts reporting on three programs: (1) Country Director Evaluation, (2) Post Reporting Plan, and (3) Schedule Program Reports. Information consists of the office contacting posts to submit certain reports and then coordination of the appropriate INR's clearances on these reports. Consists mainly of cable traffic.

Permanent. Block annually. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

2. Chronological Files

Duplicate copies of outgoing correspondence such as telegrams, memorandums, letters, maintained in chronological order and used for reference purposes.

Destroy when 1 year old.

3. Research Review Clearance Files

Information documenting the policies and procedures of the Research Council which determines which research projects will be conducted by outside contractors. The Department grants final approval on each project.

Block annually. Destroy when 5 years old.