

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 N1-59-95-25	DATE RECEIVED 5/31/96
1. FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Public Affairs			
3. MINOR SUBDIVISION Office of Public Communications (PA/PC)		DATE 6-10-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
4. NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5. TELEPHONE (202) 647-6018		
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 10 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 05/27/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Bruce</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>PUBLIC INFORMATION DIVISION</p> <p>Red Border File</p> <p>S/S originated taskers -- congressionals and other correspondence.</p> <p>DISPOSITION: Destroy when 2 years old.</p>		
2	<p>Correspondence Statistics File</p> <p>Daily, weekly, and monthly office work statistics, e.g. number of daily phone calls received and amount of mail opened and responded to.</p> <p>DISPOSITION: Destroy when 6 months old.</p>		