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| 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 | N1-59-96-3 |
| 1. FROM (Agency or establishment) Department of State | | DATE RECEIVED | 2/23/96 |
| 2. MAJOR SUBDIVISION Bureau of Administration | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Freedom of Information, Privacy, Classification Review | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 John A. Cruce | 5. TELEPHONE 202-647-7123 | DATE | ARCHIVIST OF THE UNITED STATES |
| | | 3-4-96 | <i>[Signature]</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.

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|---------|------------------------------------|--------------------------------------|
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
| 2/16/96 | <i>[Signature]</i> | Records Officer, 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 GRS OR SUPERSEDED JOB CITATION | 10.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>GUIDELINES FOR SYSTEMATIC REVIEW OF RECORDS</u></p> <p>These guidelines are used to systematically review classified national security information to determine if the information can be declassified.</p> <p>The guidelines cover Department of State information found in blocks of files (1950-54, 1955-59, 1960-63, 1964-66, 1967-69, 1970-73, etc.) for which the Department has declassification authority.</p> <p>The guidelines are arranged by geographic region or global issue heading. Files include a copy of the original guidelines and all subsequent modifications.</p> <p>Volume on hand: 5 record boxes. Annual volume: 2 record boxes.</p> <p>DISPOSITION: Permanent. Retire record set to RSC when no longer needed, for transfer to WNRC. Transfer to the National Archives 15 years after transfer of related block of records to the National Archives.</p> | | |

MAR - 8 1996 *YMHV*

*Copy to: Agency, NIA
NAT
NEF*