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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-59-96-7 | DATE RECEIVED 2/9/96 |
| 1. FROM (Agency or establishment) DEPARTMENT OF STATE | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Bureau of Inter-American Affairs | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 All Geographic Offices | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE 5-2-96 | 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 ____ 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 2/1/96 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i> | TITLE <i>Records Officer Department of State</i> |
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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 GRS OR SUPERSEDED JOB CITATION | 10.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. | <p>Assistant Secretary's Daily Activity Reports (ASDAR)</p> <p>Reports prepared for the Assistant Secretary by each program office providing updates on various foreign policy issues.</p> <p>Destroy when no longer needed. (Files maintained by the Front Office are designated as permanent.)</p> | N1-59-94-8 Item 4 | |

MAY - 9 1996 *MHW*

*Copy to: Agency
NAT*