

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	N1-59-96-8
1. FROM (Agency or establishment) DEPARTMENT OF STATE		DATE RECEIVED	2/9/96
2. MAJOR SUBDIVISION Bureau of Politico-Military Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Assistant Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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
Pat Magin	647-6021	2-26-96	<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 <u>1</u> 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
2/1/96	<i>Kenneth F. Rossman</i>	Kenneth F. Rossman 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 GRS OR SUPERSEDED JOB CITATION	10.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>Daily Activity Reports</p> <p>Submissions by PM component offices summarizing their daily activities.</p> <p>PERMANENT. Cut off at the end of the year. Retire the block of records when one year old to the Records Service Center for transfer to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.</p>		