

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of State

2. MAJOR SUBDIVISION  
Bureau of Administration

3. MINOR SUBDIVISION  
Office of Information Management

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
John A. Cruce | 202-647-7123

## LEAVE BLANK (NARA use only)

JOB NUMBER *NI-59-96-17*

DATE RECEIVED *11/4/96*

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATES

*12-16-96* | *John W. Paul*

### 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.

DATE  
10/1/96

SIGNATURE OF AGENCY REPRESENTATIVE

*Kenneth F. Rossman*

TITLE  
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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHED SCHEDULE		

DEC 20 1996 *MHW* copy to: Agency, NCF  
*NNF*

## 1. Post Reports.

Each embassy prepares a Post Report (booklet) that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information to Department personnel. Post Reports cover information on: the host country (area, climate, commerce, communications, conditions (local inadequacies and hardships), customs pertinent to social behavior, education, employment, geography, health, medicine, population, public institutions, and transportation); the American Embassy (administrative policies and procedures, clothing, commissary privileges, education, food, housing, official functions, recreation); and notes for travelers (currency, customs, duties, exchange, firearms, holidays (local), recommended reading, travel procedures to follow, taxes, and weights). There are also exhibits and photographs of typical scenes.

### a. Master Set.

Volume on hand: 2 boxes. Annual accumulation: 1 box

Disposition: Permanent. Retire to RSC after update for transfer to WNRC. Transfer to the National Archives when 25 years old. Must have a full FRC carton for transfer.

### b. All Other Copies.

Disposition: Destroy when updated or when no longer needed.

## 2. Key Officers of Foreign Service Posts Publication

A guide for American business representatives that lists key officers at all Foreign Service posts with whom the representative would likely contact. All embassies, consulates general, consulates, and missions are listed.

Disposition: Destroy when updated or no longer needed.