

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-96-017

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/3/2020

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except the ones listed below are active

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by N1-059-10-017/3

**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  
 John A. Cruce

5. TELEPHONE  
 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *12-16-96* ARCHIVIST OF THE UNITED STATES  
*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 GRS OR SUPERSEDED JOB CITATION	10.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.