

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-59-96-19	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 7/24/96	
1. FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5. TELEPHONE (202) 647-6018	DATE 8-1-96	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 <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 7/24/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bonnie A. Rosman</i>		TITLE Department of State 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 GRS OR SUPERSEDED JOB CITATION	10.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><u>RECORDS OF INDIVIDUALS.</u></p> <p>Arranged by subject, by country, by type of records, or chronologically. Records consist of materials created and maintained by individuals during their career in the Department of State and/or the Foreign Service. Files generally cover work in more than one office or post and document foreign policy development and implementation.</p> <p>Records consist of telegrams, airgrams, memorandums, memorandums of conversation, correspondence, "official-informal" correspondence, reports, notes, chits, drafts, clippings, documents, and other materials on foreign policy issues and matters, dealt with by these individuals.</p> <p>PERMANENT. Transfer to WNRC after retirement to RSC. Transfer to the National Archives when 25 years old.</p>		

AUG 14 1996 *mor Copy to: Agency, NNT, NCF*