

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-59-96-25	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1/21/97	
1 FROM (Agency or establishment) DEPARTMENT OF STATE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Ronald E. Hampton	5 TELEPHONE (202) 736-4698	DATE 2-4-97	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>3</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 1/13/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>		TITLE Records Officer U.S. 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets.		

FEB 12 1997 *MHR*

*copy to Agency
DWSB
NIR W. Director*

**Special Assistant to the Secretary of State
on Soviet Affairs (Marshall Shulman)
{S/MS}**

1. **Records of the Special Assistant to the Secretary of State on Soviet Affairs, 1977-1981.** Generally arranged by subject, but including some files arranged by type of records, or chronologically. Memorandums, telegrams, notes, chits, statements, talking points, background and briefing materials, "non-papers," reports, memorandums of conversation, drafts, correspondence, clippings, and other documentation relating to the U.S.-USSR relationship.

Volume: 19 feet. RSC Lot 81D109.

PERMANENT. Transfer to WNRC immediately.
Transfer to the National Archives in 2006.

**Senior Adviser to the Secretary of State
(Philip C. Habib)
{S/PH}**

2. **Records of the Senior Adviser to the Secretary of State, June 1979 - February 1980.** Arranged by subject or type of records. Correspondence, memorandums, notes, reports, memorandums of conversation, telegrams, background and briefing materials, clippings, speeches and statements, and "official-informal" correspondence. Also included are Habib's appointment books. Records relate to matters that came under the purview of the Senior Adviser.

Volume: 2 feet. RSC Lot 80D62.

PERMANENT. Transfer to WNRC immediately.
Transfer to the National Archives in 2005.

**Ambassador at Large Richard Fairbanks
{S/SA}**

3. **Middle East Files, 1981-1985.** Arranged by subject or type of records. Telegrams, minutes of meetings, memorandums, reports, correspondence, briefing materials, notes, chits, memoranums of conversation, and other material relating to Middle East matters.

Volume: 6 feet. RSC Lot 85D363.

PERMANENT. Transfer to WNRC immediately.
Transfer to the National Archives in 2010.

**Ambassador at Large and Special Envoy
for Central America
{S/SE}**

4. **Records relating to the Contadora process, 1983-1986.** Generally arranged by subject. Telegrams, itineraries, memorandums of conversation, correspondence, memorandums, drafts, reports, background and briefing materials, documents, and other material relating to U.S. policies in Central America and the Contadora process.

Volume: 8 feet. RSC Lot 86D243.

PERMANENT. Transfer to WNRC immediately.
Transfer to the National Archives in 2011.

**Office for Liaison With State and Local Governments
(S/SLG)**

5. **Program Files, 1978-1981.** Arranged by subject, by city, and by state. Correspondence, memorandums, memorandums of conversation, briefing materials, telegrams, reports, notes, chits, and other material relating to the work and activities of S/SLG.

Volume: 2 feet. RSC Lot 81D116.

PERMANENT. Transfer to WNRC immediately.
Transfer to the National Archives in 2005.

**Coordinator of U.S. Participation in
the World Food Conference
{S/WF}**

6. **Program Files of the Coordinator of U.S. Participation in the World Food Conference, 1973-1974.** Arranged by subject or type of records. Correspondence, drafts, telegrams, memorandums, clippings, documents, reports, back and briefing materials, agendas, notes, chits, and other material relating to preparation for and participation in the World Food Conference.

Volume: 7 feet.
RSC Lot 90D313 (boxes 1-7).

PERMANENT. Transfer to the National Archives immediately.