

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 1 FROM (Agency or establishment) Department of State 2 MAJOR SUBDIVISION Foreign Service Institute 3 MINOR SUBDIVISION		JOB NUMBER <i>NI-59-99-22</i>	
		DATE RECEIVED <i>8-31-99</i>	
		NOTIFICATION TO AGENCY	
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
5 TELEPHONE 202 261-8339		DATE <i>1-20-00</i>	
		ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 ___ 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 <i>8/16/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Foreign Service Institute Credit Card Transactions. Records pertaining to FSI's Merchant Status Credit Card Transactions, including underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training. DISPOSITION: Destroy 6 years from the date of card purchase.		