

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 16 1974	JOB NO. NC - 59 - 75 - 1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-24-74 Date	<i>James B. P. Roads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State
2. MAJOR SUBDIVISION
Bureau of International Organization Affairs
3. MINOR SUBDIVISION
Office of International Conferences
4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.
5. TEL. EXT.
632-8806
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

8/12/74 (Date) *William F. Farrell, Jr.* (Signature of Agency Representative) **William F. Farrell, Jr.** Chief, Rec. & Reports Mgmt. Staff (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>This schedule supersedes National Archives Job No. II-NNA-2835</p> <p>International Conference Administration Files</p> <p>Consists of documentation of the composition of U.S. Delegations, including the U.S. Delegation List, telegrams, airgrams and letters, concerning administrative arrangements for the conference, budget and fiscal data, reservations, travel, etc., position papers and the Report of the U.S. Delegation to the Conference.</p> <p><i>Permanent.</i> Retain permanently. Offer to the National Archives after 30 years.</p>	<p><i>Revised document at State 274074</i></p> <p><i>NN-464-16</i></p> <p><i>Item 9</i></p>	
2	<p>Conference Program and Administrative Officers Working Files.</p> <p>Consists of correspondence and records accumulated by Conference Administrative and Program Officers which are <u>not</u> incorporated into the International Conference Administrative file (item 1). These records are concerned with administrative matters of short term value such as pre-conference surveys of available sites; records on assignments, hours of duty, leave and security clearance; arrival and departure matters; and requests for issuance of travel orders and passports.</p> <p>Destroy 1 year after end of conference.</p>		

Copy to Agency 11/1/74

6 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p>Precedent Files</p> <p>Policy and Precedent Files on all aspects of International Conference Administration.</p> <p>Permanent. Offer to National Archives after 30 years.</p>	<p>NM-464-16 Item 1</p>	
4	<p>Foreign Ministers Meetings - Administrative Files.</p> <p>Consists of documentation for various administrative activities associated with such meetings including Order of Day, Delegation Lists, Security Regulations, Mail Handling, Conference arrangements; U.S. Delegation Report, background and policy papers.</p> <p>Permanent. Offer to National Archives when 30 years old.</p>	<p>NM-464-16 Item 9</p> <p><i>Paul Murphy R. B. Martin 9/27/77</i></p>	
5	<p>Fairs and Expositions - Administrative Files.</p> <p>General administrative documentation including U.S. Delegation List, Instructions to Delegation, Official invitation to attend, coordination of reply, administrative arrangements for such activities as Film Festivals and similar cultural activities.</p> <p>Destroy when 10 years old.</p>		
6	<p>Miscellaneous Conference Files.</p> <p>General material concerning conferences at which the U.S. is not officially represented, but to which observers at unofficial representatives attend. Primarily concerned with information as to who will attend, with limited administrative data concerning funding and related matters.</p> <p>Destroy when 10 years old.</p>		