

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JUN 5 1975</b>	JOB NO. <b>NC - 59-75-17</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>7-8-75</b> Date	<i>James B. Rhoads</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 Administration**

3. MINOR SUBDIVISION  
**Foreign Affairs Document and Reference Center**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Lawrence T. Springer**

5. TEL. EXT.  
**28806**

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*William F. Farrell, Jr.*  
June 1, 1975 **William F. Farrell, Jr.** Chief, Records Management Staff  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Subject Files of the Director, FADRC</p> <p>a. Long-range studies and survey reports (e.g. Moorehead Comm. WG on Consolidation of Services, OASIS (Operations Analysis &amp; Systems Integration Staff)); Inter-office correspondence on Freedom of Information and Privacy Act Implementation, Budget and Financial Plans, Monthly Statistics, Weekly Activities Reports, and other material on general policy, plans and coordination.</p> <p>DESTROY WHEN 5 YEARS OLD OR NO LONGER NEEDED FOR REFERENCE USE.</p> <p>b. Copies of requisitions and reproduction requests, inventory of property, Department Notices, surplus property listings and similar material.</p> <p>DESTROY WHEN ONE YEAR OLD; OR, IN THE CASE OF INVENTORIES AND OTHER RECURRING REPORTS, WHEN SUPERSEDED.</p>		
2	<p>Security Clearance File</p> <p>Consenting memoranda and other interoffice and inter-agency correspondence clearing individuals (former ambassadors, scholars, professors, employees, etc.) for reference use of the Department's Central Foreign Policy Files. Mostly DSL-960, Letter of Consent for Visitors, from the Office of Security or clearance memoranda from the chief of PA/HO. Filed alphabetically by last name</p>		<p><i>Copies to Agency + NCW 7/10/75</i></p> <p><i>15 items</i></p>

*Items 4, 11 & 12 were amended per phone call to Paul Murphy, O/FADRC/RR, 1 July 75. Reissue 4/75.*

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
	<p>of individual seeking clearance.</p> <p>DESTROY ONE YEAR AFTER PERIOD OF LAST RESEARCH.</p>		
3	<p>Master File of DS-693, Transfer of Records</p> <p>Originals or master copies of all incoming post and Departmental DS-693's, listing retired records, a description of the records, inclusive dates, volume, authority under which disposed, lot number assigned, recommended disposition, box contents, plus any subsequent notes or comments documenting the location of retired office and post files.</p>	<p>1950 present 304 pt.</p>	
4	<p>RETAIN PERMANENTLY AS A MASTER FINDING AID FOR SCHOLARS AND RESEARCHERS. <i>Offer to NARS when no longer needed for reference.</i></p> <p>File of SF-135, Records Transmittal and Receipt</p> <p>Copies of Original SF-135 transmitting Departmental records to either the Federal Records Center in Suitland Maryland or the NPRC St. Louis. Document contains FRC accession number, record group number, and notation of final disposition of records.</p>		
5	<p><i>In Agency</i>          RETAIN <del>PERMANENTLY</del> AS A MASTER FINDING AID FOR SCHOLARS AND RESEARCHERS. <i>Destroy when no longer needed for reference.</i></p> <p>Service Message File</p>	<p>Also-revised</p>	
	<p>Incoming and outgoing communications (telegrams, airgrams and operations memoranda) concerning the TAGS system and technical problems which result in the telegraphic transmission of information between the Department and the posts. Telegrams and airgrams arranged by country alphabetically; operations memoranda arranged chronologically.</p> <p>DESTROY ONE YEAR AFTER PROBLEM HAS BEEN SETTLED.</p>		
6	<p>FADRC/DA (Document Analysis Division) Subject Files</p> <p>Includes correspondence on White House Mail, Vice Presidential correspondence, S/S instructions, Freedom of Information guidelines, monthly reports, production reports, security correspondence, office budget and personnel files, counterfeit currency records, distribution lists, and other records dealing with the flow of paperwork between Departmental</p>		

(cont'd. pg. 3)

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	<p>offices and the posts. Also included are subject files of the Written Communications Section.</p> <p>DESTROY WHEN FIVE YEARS OLD.</p>		
7	<p>Thesaurus and Related Background Documents</p> <p>An automated vocabulary of over 3500 terms used to describe the subject content of Dept. of State documents. These terms are used by indexing personnel to create an automated subject index to these documents. A thesaurus for organizational terms as well as personality terms is maintained.</p> <p>A PERMANENT RECORD SET OF EACH NEW ISSUANCE OF THE THESAURUS AND RELATED DOCUMENTATION IS TO BE RETAINED IN FADRC/DA. ANOTHER SET, ALONG WITH RELATED DOCUMENTS, IS TO BE OFFERED TO THE ARCHIVES.</p>		
8	<p>Statistical Reports on Records Holdings</p> <p>Periodic reports of Departmental and field offices on quantities and types of records being maintained, retired and destroyed. Includes Biennial Report of Records Holdings, DS-1730 (Formerly DS-1595 &amp; FS-553) and Annual Summary of Records Holdings, SF-136).</p> <p>DESTROY WHEN TWO YEARS OLD.</p>		
9	<p>Records Management Post Files</p> <p>Consisting of correspondence with posts regarding records matters; operations memoranda and DS-693's transmitting shipments of retired post records, copies of post security surveys, Records Management Staff Survey Reports (copies), action and information telegrams and airgrams and other related documents.</p> <p>a. Copies of Post Security Surveys</p> <p>DESTROY WHEN SUPERSEDED BY MORE CURRENT REPORT</p> <p>b. Inactive post files</p> <p>DESTROY WHEN 15 YEARS OLD. RETIRE TO RSC WHEN FIVE YEARS OLD. TRANSFER TO FRC WHEN TEN YEARS OLD.</p> <p>(cont'd. on page 4)</p>		

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10	<p>Records Equipment File</p> <p>Copies of standard Departmental requisitions form DS-1659 requesting files equipment, together with form DS-1735, authorization for additional filing equipment (originated by FADRC/RR), together with any written justifications for equipment. Filed alphabetically by office requesting equipment.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
11	<p>Records Management Subject Files</p> <p>Includes long-range procedures and files surveys of both Departmental and field offices, correspondence and memoranda on telecommunications, records equipment and supplies, forms management, special projects such as the Remote Computer Terminal Survey Reports, proposed changes to the Records Management Handbook and Records Classification Handbook, and other related files.</p> <p><i>Transfer</i></p> <p><del>PERMANENT. REFER TO FEDERAL RECORDS CENTER WHEN TEN YEARS OLD. REFER TO NATIONAL ARCHIVES WHEN THIRTY YEARS OLD.</del></p> <p><i>Destroy when 30 years old.</i></p>		
12	<p>SF 115 Files (Request for Authority to Dispose of Records), covering Departmental and Post records, signed copies of letters of concurrence, and related paperwork.</p> <p><del>PERMANENT. TRANSFER TO FRC WHEN TEN YEARS OLD. REFER TO NATIONAL ARCHIVES WHEN THIRTY YEARS OLD.</del></p> <p><i>Destroy when obsolete or superseded.</i></p>		
13	<p>Records Transmittal and Receipt (SF 135) File, with related GSA 7015, annotated letters of Disposal Clearance.</p> <p>SF 135, listing retired Departmental records, their location in FRC, annotated as to the ultimate disposition of those records; and related GSA form 7015, describing records which have come due for destruction, disposal authority, accession number, record group, cubic footage, date and signed justification for disposition.</p> <p>DESTROY FIVE YEARS AFTER LAST RECORDS LISTED HAVE EITHER BEEN DESTROYED OR TRANSFERRED TO THE NATIONAL ARCHIVES.</p>		