

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED JUN 6 1975	JOB NO. NC - 59-75-18
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-28-75 Date	<i>James E. O'Neil</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 Authentications Branch,
Foreign Affairs Document & Reference Center
4. NAME OF PERSON WITH WHOM TO CONFER
Lawrence T. Springer
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

June 3, 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	Authentications Requests Letters from private individuals, organizations, and foreign governments requesting authentication of documents. Notations as to the fact of the service rendered, and the amount of the fee paid have been recorded on the requesting letter since 1964 in place of a log book which had been in use up to that time. The only record of the authentication service performed and the fee paid is the requesting letter with notation.	NN 167-103	
2	<i>DESTROY PAPER RECORD AFTER MICROFILMING.* DESTROY MICROFILM AFTER LEGAL NEEDS CEASE. Again 22 Aug 75</i> Copies of SF 219, Certificate of Deposit Original and two copies accompany funds received for authentications services to Treasury. Receipted copy from Treasury is sent to BF/FS (See NN 170-72, Item 185). The above are office copies of the original. DESTROY WHEN FOUR YEARS OLD. * Microfilming will be done according to FPMR 101-11.507, Standards for microfilming non-permanent records (per phone call with Larry Springer, FADRC, 22Aug75). <i>Again 22 Aug 75</i>		<i>3 items</i>

*Copy sent to GAO (per L Springer 9 Jun 75) 14
Copy to Agency 9-2-75 AD*