

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>JUL 1 1975</b>	JOB NO. <b>NC - 59-76-2</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 "with-drawn" in column 10.	
Date <b>7-8-75</b>	<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

Deputy Under Secretary for Management

3. MINOR SUBDIVISION

Foreign Service Institute

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

5. TEL. EXT.

cd101ex28806

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

6/24/75 *William F. Farrell*  
(Date) (Signature of Agency Representative)

**Chief, Records & Reports  
Management Staff**

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Seminar Session Books  Contains Data on schedules, roster, course outline, reading schedule, etc.  DESTROY when 15 years old.	NN-173-84, Item 11	
2	Language Record Card (DS-505)  Includes attached DS-1354, Language Proficiency Report.  DESTROY when 35 years old.	NN-173-84, Item 28	
3	Overseas Schools News Memos  DESTROY when 5 years old.	NN-173-84, Item 36	
4	Master Language Tapes  DESTROY when 20 years old or when no longer usable whichever occurs first.	NN-173-84, Item 41	

*Copies to Agency & NC.W 7/10/75 AD*