

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JUL 10 1975</b>	JOB NO. <b>NC - 59-76-8</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.	
<p align="center"><i>9-3-75</i> <i>James P. O'Neil</i> Date <i>acting</i> Archivist of the United States</p>	

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Chief of Protocol

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

5. TEL. EXT.

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

*July 7, 1975* *William F. Farrell*  
(Date) (Signature of Agency Representative)

*Chief, Records Mgmt.*  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>Foreign Dignitaries Visit Files.</b></p> <p>Correspondence, telegrams, and other documentation concerning arrangements for visits of heads of State, heads of government, and other high ranking foreign dignitaries to the United States, and arrangements for the reception of foreign visitors by the President.</p> <p>PERMANENT. Offer to the National Archives when 30 years old.</p>	<p>NN 165-41, Item 25 <i>Retain</i></p>	

*Copy to Agency & NCW 9-5-75 CWO*

*1 item*