

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 29 1975	JOB NO. NC - 59-76-4
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.	
11-13-75 <i>James E. O'Neill</i> Date acting 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 & Reference Center
4. NAME OF PERSON WITH WHOM TO CONFER
Paul F Murphy, Jr.
5. TEL. EXT.
x28806
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.

7/24/75 *William F. Farrell*
(Date) (Signature of Agency Representative)

**Chief, Records and 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	<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm plus one vesicular positive copy of each microfilm shall be offered to the National Archives (NN), National Archives and Records Service, General Services Administration, Washington D.C. 20408.</p> <p>The silver original microfilm plus one vesicular positive copy will be kept by the Department until the related block of Central Foreign Policy File is transferred to the National Archives.</p> <p>The silver originals will be stored in the Department in facilities which meet the standards of FPMR 101-11.506. The first inspection of this microfilm, as required by FPMR 101-11.506-8 will be conducted on January 1, 1978.</p> <p>In accordance with FPMR 101-11.505, the silver original microfilm will not be used for reference purposes and measures will be taken to keep the silver originals clean and unscratched.</p> <p>Card Index to the Central Foreign Policy File for the periods 1960 thru Jan 1963; Feb. 1963 thru Dec. 1963; 1964 thru 1966; 1967 thru 1969; and 1970 thru 1973.</p> <p>Cards created after the microfilming is completed will</p>		<i>2 items</i>

Copy to Agency + NCW 12-1950

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>be maintained in hard copy by block and filmed as a supplement prior to transfer of a block of the Central Foreign Policy File.</p> <p>PERMANENT. Offer to the National Archives when related block of Central Foreign Policy File is offered to the National Archives.</p> <p>a. Original silver microfilm and one copy - <u>PERMANENT. Offer to the National Archives with related block of Central Foreign Policy Files.</u></p> <p>b. Hardcopy index cards - DESTROY when microfilm has been examined and it has been determined that the film meets the standards. <u>NOT AUTHORIZED FOR DISPOSAL AT THIS TIME.</u> Transfer to the Federal Records Center after filming. Offer to the National Archives with related block of Central Foreign Policy Files. When it is determined that the microfilm copy of these indexes can be available for access by researchers without restriction, NARS will reconsider the disposition of the hardcopy indexes. As the microfilm under Item 1a is considered the permanent record, the hardcopy indexes could then be destroyed as non-record materials. <i>RMA's 10 Nov 75</i></p>		

Expanded per phone call with ? Murphy, FA DRC, 10 Sep 75. RMA's