

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*R6-54
item*

LEAVE BLANK	
DATE RECEIVED JUN 21 1974	JOB NO. NC 174-265
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	
<i>7-1-74</i> Date	<i>James B. Choad</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
CONGRESSIONAL RELATIONS
- 3. MINOR SUBDIVISION

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 19, 1974 (Date) *William F. Farrell Jr.* (Signature of Agency Representative) *CHIEF, RECORDS MGMT 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>Congressional Travel Documents, including incoming and outgoing telegraphic messages to and from posts regarding trips, itineraries, customs clearances, funds used (type only), correspondence with Congressmen and constituent travel.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		

Copy sent to Agency + FRC's 7/8/74