

AG 59

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>DEC 12 1975</b>	JOB NO. <b>NC1-59-76-7</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 <i>2-5-76</i> <i>James E. O'Neil</i> <i>acting</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

Office of Protocol

3. MINOR SUBDIVISION

Ceremonial Affairs Branch - Gift Unit

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.

*William F. Farrell, Jr.*

December 10, 1975  
(Date)

William F. Farrell, Jr.  
(Signature of Agency Representative)

Chief, Records Management Branch  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Gift Acknowledgement File, containing copies of memoranda from the White House describing gifts received by the President and First Family from foreign officials and citizens. Also containing transmittal letter to foreign post responsible for acknowledging receipt of gifts, and acknowledgement correspondence itself.  DESTROY WHEN TWO YEARS OLD		

Copy to Agency 2/9/76

1 item