

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>FEB 11 1976</b>	JOB NO. <b>NC1 - 59-76-8</b>
NOTIFICATION TO AGENCY	
<p>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>	
<p>2-20-76 Date</p>	<p><i>James B. Hood</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

Bureau of Administration

3. MINOR SUBDIVISION

Office of Communications

4. NAME OF PERSON WITH WHOM TO CONFER

Louis A. Giamporcaro

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

2/3/76

(Date)

*Paul A. Murphy*  
(Signature of Agency Representative)

Chief, Records 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><u>Communications Security (COMSEC) Records</u></p> <p>COMSEC Material Reports File</p> <p>Consists of COMSEC Material Report (SF-153) or other approved type of document used to control COMSEC material. Includes reports for recording transfer, inventory, hand receipt, possession, disposition and similar transactions.</p> <p>a. User Accounts</p> <p>Destroy on completion of second inventory following period of reports.</p> <p>b. Central Office of Record</p> <p>(1) Reports covering items no longer held by users, <u>excluding</u> reports covering inventory destruction and transfer to accounts of other Federal agencies.</p> <p>Destroy when 5 years old or when no longer held, whichever is longer.</p> <p>(2) Inventory and Destruction reports and reports of transfer to accounts of other Federal agencies.</p> <p>Destroy when 20 years old.</p>	<p>X</p> <p>NN-172-66 1b(2)</p>	<p>5 items</p>

*Copy to Agency 2-24-76*

