

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

| LEAVE BLANK                                                                                                                                                                                             |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| DATE RECEIVED<br><b>MAR 10 1976</b>                                                                                                                                                                     | JOB NO.<br><b>NC1 - 59-76 - 9</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. |                                                          |
| <b>3-11-76</b><br>Date                                                                                                                                                                                  | <i>James B. Rhoads</i><br>Archivist of the United States |

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of State**
2. MAJOR SUBDIVISION  
**Office of Secretary**
3. MINOR SUBDIVISION  
**Chief of Protocol**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Paul F Murphy, Jr.**
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.

3/4/76  
(Date)

*Paul F Murphy, Jr.*  
(Signature of Agency Representative)

*act* Chief, Records Management Staff  
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                                                                                                                                                      | 9. SAMPLE OR JOB NO.                          | 10. ACTION TAKEN |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------|
| 1           | <p><b>Non-Diplomatic Embassy Personnel - Card File</b></p> <p>Summary of DS - 394 information arranged by name of employee in active and terminated categories.</p> <p align="center"><b>DESTROY WHEN 3 YEARS OLD.</b></p> | <p>NN-172-6,<br/>Item 6<br/><i>25 yr.</i></p> |                  |

*Copy to Agency 3-15-76*

*1 item*