

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED Apr 6 1976	JOB NO. <b>NCI - 59-76-11</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.	
11-18-76	<i>James B. Rhoads</i> Date 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.  
**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.

Apr. 6/1976 (Date) *William F. Farrell* (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	Letters and petitions from individuals and organizations (generally referred to as Popular Comment Mail) including anonymous letters, concerning criticism complaints, commendations and replies thereto; including letters addressed to the President and referred to the Department of State for reply; providing they involve no administrative actions, policy decisions or special compilations or research.  DESTROY WHEN 3 MONTHS OLD.	II-NN-3411 <b>II-NNA-1758</b> <b>344-592</b>	

*Copy to Agency + NCW 11-19-76 AD*