

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Chief of Protocol

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUN 14 1976</b>	JOB NO. <b>NC1 - 59-76-15</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.	
<p align="center"><i>6-22-76</i> <u>James E. O'Neil</u> Date <i>acting</i> Archivist of the United States</p>	

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 14, 1976 William T. Farrell  
(Date) (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>Official and State Functions Files.</p> <p>Consisting of communications and related papers pertaining to arrangements for official dedications, presentations of national gifts, inaugurations, state funerals, joint sessions of Congress, and other official functions, <i>including social activities.</i></p> <p>PERMANENT. Offer to National Archives when 30 years old.</p>		

*Copy to Agency 6-28-76*

*1 item*