

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 59 77 04	
DATE RECEIVED 27 JAN 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>2-25-77</i> Date	<i>Janet B. Clardy</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Media Services

3. MINOR SUBDIVISION

Motion Pictures

4. NAME OF PERSON WITH WHOM TO CONFER

~~XXXXXXXXXX~~ Alice L. Harris

5. TEL. EXT.

632-8806

~~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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1/18/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell Jr.</i> William F. Farrell, Jr.	E. TITLE Chief, Records Management Staff
--------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Preprint material for the State Department recruiting "spot" film, "Foreign Service Recruitment," including master mix sound tape, 16mm film and reduction duplicates. <i>Destroy Immediately</i>		
2.	Preprint material for the State Department recruiting "spot" film, "Foreign Service Secretaries," including master mix sound tape, negative film, duplicate negatives, and fine grain master. <i>Destroy Immediately</i>		

2 items

Sent to NNV and agency - 3/1/77 JP