

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 22 FEB 1977	JOB NO. NC 1-59-77-12
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>	
2-25-77 Date	<i>James B. Rhoads</i> 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 Personnel

3. MINOR SUBDIVISION

Presidential Appointments Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy

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

2/16/77 *William F. Farrell* Chief, Records Management Staff
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Presidential Appointments Organization/Working File</p> <p>This file is essentially a working and information file duplication the material contained in the Presidential Appointments Organization and Conference File.</p> <p align="center">DESTROY TWO YEARS AFTER TERMINATION OF APPOINTMENT</p>	<p>NN-173-225, Item 5 (10 yrs)</p>	

Sent to agency 3/1/77 - TP

1 item