

**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	
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.	
<i>2-25-77</i> 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 (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	<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 <i>(10 yrs)</i></p>	

Sent to agency 3/1/77 - TP

1 item