

**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
Bureau of Personnel

3. MINOR SUBDIVISION
Presidential Appointments Staff

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 22 FEB 1977	JOB NO. NC 1-59 - 77-13
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.	
Date 2-25-77	Archivist of the United States <i>James B. [Signature]</i>

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 3 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
(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>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.507. ^{7. A} The retention periods for the original paper records are all 10 years or over.</p> <p>Presidential Appointments Case File</p> <p>Documentation of all aspects of the commissioning of career and non-career appointees, including arrangements and negotiations prior to commissioning, staff studies in connection with proposed nominations, and, where appropriate, agreement communications, Congressional correspondence, biographic data, press releases and letter of resignation. The material in these files is maintained in separate country and Assistant Secretary files while active and is transferred to this file when commission is terminated or resignation is accepted.</p> <p>a. Paper records.</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p> <p>b. Microfilm copies.</p> <p>DESTROY 25 YEARS AFTER COMMISSION IS TERMINATED OR RESIGNATION IS ACCEPTED.</p>	NN-173-225, Item 2 (25 yrs)	8 items

Sent to agency 3/1/77 JB

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>Presidential Appointments Organization & Conference Files</p> <p>Correspondence, staff studies and other documentation concerning Presidential appointments to organizations, commissions and conferences. Includes interdepartmental memorandum concerning proposed nominations, biographic data, requests for security clearance, correspondence with White House, renomination and Presidential approval, memorandums indicating date of Senate confirmation and Presidential attestation, and where Senate confirmation is not required, a copy of letter of designation from the President.</p> <p>a. Paper records.</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p> <p>b. Microfilm copies.</p> <p>DESTROY 25 YEARS AFTER COMMISSION IS TERMINATED OR RESIGNATION IS ACCEPTED.</p>	NN-173-225, Item 3 (25 yrs)	
3	<p>Presidential Appointments - Credentials File</p> <p>Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall.</p> <p>a. Paper records.</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p> <p>b. Microfilm copies.</p> <p>DESTROY 10 YEARS AFTER TERMINATION OF APPOINTMENT.</p>	NN-173-225, Item 5 (10 yrs)	

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4	<p>Resignation Letters and Letters of Acceptance</p> <p>Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library.</p> <p>a. Paper records.</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p> <p>b. Microfilm copies.</p> <p>Destroy when 10 years old.</p>	NN-173-225, Item 6 (10 yrs)	