## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

Schedule Number: NC1-059-77-13

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is obsolete. The function is now covered by N1-059-00-013

Date Reported: 12/22/2020

## TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK DATE RECEIVED JOB NO. 22 FEB 1977 e dispt for

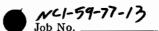
TO: GENERAL SERVICES ADMINISTRATION,		NC 1-59 - 77-13	
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGT	ON, D.C. 20408	NOTIFICATION TO AGENCY	
1. FROM (AGENCY OR ESTABLISHMENT) Department of State		In accordance with the provisions of 44 U.S.C. 3303a to posal request, including amendments, is opproved exc	
. major subdivision Bureau of Personnel		items that may be stamped "disposal not approved" or drawn" in column 10.	
3. MINOR SUBDIVISION Presidential Appointments Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Paul F Murphy, Jr.	5. TEL. EXT. 632-8806	2-25-77 Januar Balon	
6. CERTIFICATE OF AGENCY REPRESENTATIVE:		Date Archivist of the United Stat	

I hereby certify that I am authorized to act for this agency in motters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of page(s) are not naw needed for the business of this agency or will not be needed after the retention periods specified.

Chief, Records Management Staff (Title) (Signature of Agency Representative) 8. DESCRIPTION OF ITEM 10. SAMPLE OR ITEM NO. (With Inclusive Dates or Retention Periods) ACTION TAKEN JOB NO. 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. The retention periods for the original paper records are all 10 years or over. NN-173-225. 1 Presidential Appointments Case File Item 2 Documentation of all aspects of the commissioning (25 XY) of career and non-career appointees, including arrangements and negotiations prior to commissioning, staff studies in connection with proposed nominations, and, where appropriate, agrement 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. Paper records. 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. Microfilm copies. b. DESTROY 25 YEARS AFTER COMMISSION IS TERMINATED OR

RESIGNATION IS ACCEPTED.

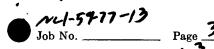
STANDARD FORM 115 Revised November 1970 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4 115-105



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## 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	Presidential Appointments Organization & Conference Files  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.  a. Paper records.  DESTROY AFTER IT HAS BEEN ASCERTAINED THAT	NN-173-225 Item 3 (25 )	
	REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.  b. Microfilm copies.  DESTROY 25 YEARS AFTER COMMISSION IS TERMINATED OR RESIGNATION IS ACCEPTED.		
3	Presidential Appointments - Credentials File  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.	NN-173-225 Item 5 (10 xrs)	,
	<ul> <li>a. Paper records.</li> <li>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.</li> <li>b. Microfilm copies.</li> <li>DESTROY 10 YEARS AFTER TERMINATION OF APPOINTMENT.</li> </ul>		



## 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
4	Resignation Letters and Letters of Acceptance  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.	NN-173-225 Item 6 (10 Y-5)	•
	a. Paper records.		
	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.		
	b. Microfilm copies.		
	Destroy when 10 years old.		
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