

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>12 APR 1977</b>	JOB NO. <b>NC 1-59-77-19</b>
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.	
11-17-77 <i>James E. O'Neil</i> Date <i>Acting</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, Jr.

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 4 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>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm plus one positive copy of each microfilm which is a vesicular microfilm copy shall be offered to the National Archives (NN) National Archives &amp; Records Service, General Services Administration, Washington, D.C. 20408.</p> <p>Facilities meeting the standards of FPMR 101-11.506 will be used to store the silver original microfilm, The first inspection of microfilm required by FPMR 101-11.506-8 will be conducted on March 15, 1979.</p> <p>Presidential Appointments Staff Policy and Precedent Files.</p> <p>Correspondence, studies, reports, etc., documenting policies, procedures and precedents concerning the issuance and control of Presidential Appointments.</p> <p>a. Paper records.  <b>PERMANENT.</b> Offer to NARS  <del>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.</del>  <i>Ph 2-11-77</i></p>	NN-464-7, Item 3.	Unarranged. 2" on hand. Neg/yr.

*sent to agency, NNF, NNB - 11/18/77*

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>b. Microfilm copies: <del>Silver original and positive vesicular microfilm copy.</del>                      DESTROY when no longer needed for reference.  <del>OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del></p> <p>Presidential Nominations</p> <p>Copies of Presidential nominations of individuals for Federal office.</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>PERMANENT</b></p> <p>b.* Microfilm copies: <sup>^</sup> Silver original and positive vesicular microfilm copy.                      Offer to NARS on verification of microfilm.  <del>OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del></p>	<p>NN-173-225,                      Item 7</p>	<p>Arranged by submission date.                      6" on hand.                      1"/yr.</p>
3	<p>Presidential Authorization Lists.</p> <p>Lists covering appointments and promotions of Foreign Service Officers, diplomatic and/or consular titles for Reserve and Staff Officers and assignments of officers of the Foreign Service to specified posts.</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>PERMANENT</b></p> <p>b.* Microfilm copies: <sup>^</sup> Silver original and positive vesicular microfilm copy.  <del>OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del>                      Offer to NARS on verification of microfilm.</p>	<p>NN-173-225,                      Item 8</p>	<p>Arranged by attestation date.                      6" on hand.                      1"/yr.</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p>Oaths of Office</p> <p>a. Paper records. <b>PERMANENT</b>. Offer to NARS <del>DESTROY</del> 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>PERMANENT</b></p> <p>b*. Microfilm copies: <input checked="" type="checkbox"/> Silver original and positive vesicular microfilm copy. Offer to NARS on verification of microfilm. <del>OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del></p>	NN-173-225, Item 11.	Arranged chron by yr. & alpha thereunder. 2' on hand. 1"/yr.
5	<p>Senate Resolutions on Presidential Appointments</p> <p>Senate resolutions of advice and consent with respect to individual Presidential appointments.</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>PERMANENT</b></p> <p>b*. Microfilm copies: <input checked="" type="checkbox"/> Silver original and positive vesicular microfilm copy. Offer to NARS on verification of microfilm. <del>OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del></p>	MM-173-225, Item 9.	Arranged by Confirmation date. 6" on hand. 1"/yr.
6	<p>Miscellaneous Presidential Appointment Commissions</p> <p>Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Dept. of State, Executive Office of the President, Honorary Commissions and other Government offices.</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>PERMANENT</b></p> <p>b*. Microfilm copies: <input checked="" type="checkbox"/> Silver original and positive vesicular microfilm copy. Offer to NARS on verification of microfilm.</p>	NN-173-225, Item 10	Arranged by attestation date. 8" on hand. Neg/yr.

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7	<p><del>OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del></p> <p>Summary Record on Appointments</p> <p>Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions.</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><u>PERMANENT</u></p> <p>b.* Microfilm copies: <u>1</u> Silver original and positive vesicular microfilm copy.                      Offer to NARS on verification of microfilm.  <del>OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del></p>	<p>NN-173-225                      Item 12.</p>	<p>Arranged alpha. by agency.                      6" on hand.                      Neg/yr.</p>
8	<p>Foreign Service Appointments</p> <p>Copies of all documentation concerned with the appointment of officers in the Foreign Service with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memoranda, staff studies, memoranda from the President, Senatorial letters as well as other related matters.</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><u>PERMANENT</u></p> <p>b.* Microfilm copies: <u>1</u> Silver original and positive vesicular microfilm copy.  <del>OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</del>                      Offer to NARS on verification of microfilm.</p>	<p>NN-173-225,                      Item 14.</p>	<p>Arranged chron by year &amp; thereunder by categories for FSO, FSR, &amp; FSS.                      2 1/2' on hand.                      1"/yr.</p>
*	<p>Records will be cutOff and microfilmed at the end of each Presidential administration.</p> <p>All amendments approved per telcom with PFMurphy, F:DRG, 11 Nov 77. <i>R. Morse</i>                      11 Nov 77</p>		