

NC

**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 Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>APR 29 1977</b>	JOB NO. <b>NC 1 59 77 21</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.	
<u>5-4-77</u> Date	<u>James B. Phoady</u> Archivist of the United States

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.

4/20/77

(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>Privacy Act Requests Files</p> <p>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a (d) (1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p>a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein)</p> <p>(1) Granting access to all the requested records.</p> <p>DESTROY FOUR YEARS AFTER DATE OF LAST CORRESPONDENCE</p>	<p>GRS 14</p> <p>item 25a(1)</p> <p>2 yr.</p>	<p>1 item</p>

*Sent to agency 5/6/77 JPD*