

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 - 59-77-24
DATE RECEIVED	7 JUN 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-13-77 <i>Date</i>	<i>James B. Phorde</i> <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Bureau of Public Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>6/1/77</u>	<i>William F. Farrell</i>	<u>Chief, Records Management Staff</u>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Freedom of Information Act (FOIA) Request Files. Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record 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 FIVE YEARS AFTER DATE OF REPLY</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>DESTROY FIVE YEARS AFTER DATE OF REPLY IF NOT APPEALED</p>	<p>GRS 14 Item</p> <p>16 a (1) 2 yrs.</p> <p>16 a (2) 2 yrs.</p>	<p>3 items</p>

115-107
Sent to agency - 6/14/77

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>Freedom of information Act Appeals Files. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency consisting of the appellants letter, a copy of the reply thereto and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p>a. Correspondence and supporting documents(excluding the official file copy of the records under appeal if filed herein).</p> <p>DESTROY FIVE YEARS AFTER FINAL DETERMINATION BY AGENCY OR FIVE YEARS AFTER FINAL ADJUDICATION BY COURTS.</p>	17a 45370	