

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<b>NC1 59 78 4</b>
DATE RECEIVED	<b>23 MAR 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
March 24, 1978 <i>Date Acting</i>	<i>James E. O'Neil</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 Administration

3. MINOR SUBDIVISION  
Deputy Assistant Secretary for Security

4. NAME OF PERSON WITH WHOM TO CONFER  
Paul F. Murphy, Jr.

5. TEL. EXT.  
x28806

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 1 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
3/17/78	<i>Paul F. Murphy, Jr.</i>	Acting Chief, Records Management Staff

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Personnel Security Case Files.</p> <p>Contains records relating to investigative matters, clearances and other security records concerning Department of State employees.</p> <p>a. Case files that are not microfilmed. DESTROY 20 YEARS AFTER DATE OF SEPARATION.</p> <p>b. Case files that have been microfilmed. DESTROY AFTER MICROFILMING.</p> <p>c. Microfilm records. DESTROY 20 YEARS AFTER DATE OF SEPARATION.</p>	<p><i>NC-59-75-11</i> <i>Item 1</i> <i>30 yrs.</i></p> <p><i>NCI-59-77-1</i> <i>Item 3a</i> <i>(same)</i></p> <p>NCI-59-77-1, item 3b. <i>30 yrs.</i></p>	

*3 items*

*sent to agency. NCW - 3/28/78*