

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

*and NCU 21 Jun 1978*

LEAVE BLANK	
JOB NO	NC 1 59 78 11
DATE RECEIVED	JUN 27 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-14-78 <i>Date</i>	<i>James B. Road</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  
Office of Security

3. MINOR SUBDIVISION  
Assistant Director for Protective Security

4. NAME OF PERSON WITH WHOM TO CONFER  
Alice L. Harris

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 6/23/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell, Jr.</i> William F. Farrell, Jr.	E. TITLE Chief, Records Management Staff
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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
1.	Incidents and Protective Assistance Files.  Consist of Incident Reports and related correspondence, and internal SY memos pertaining to incidents and actions taken.  Destroy when 10 years old.	(NN-172-188, item 36)	
2.	Protective Security Liaison Files.  Correspondence with various law enforcement organizations, i.e., FBI, Secret Service, local police, etc., concerning protective security matters.  Destroy when 10 years old.	(NN-172-188, item 37)	
3.	Protective Security Detail Files.  Records documenting the provision of protective security to visiting dignitaries and U.S. Government officials, other than the Secretary of State.  Destroy when 10 years old.	(NN-172-188, item 38)	

*7 items*

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.	<p>Place Survey Files.</p> <p>Report of survey, correspondence, and security data pertinent to physical security problems of various hotels, airports, and other public places.</p> <p>Destroy when 10 years old, or when superseded by a new survey.</p>	(NN-172-188, item 39)	
5.	<p>Secretary of State Protective Security Files.</p> <p>a. Detail Files.</p> <p>Report of survey and other documentation pertaining to the provision of protective security to the Secretary of State at times other than on trips abroad.</p> <p>Destroy when 15 years old.</p> <p>b. Trip Files.</p> <p>Records documenting the various activities involved in providing for the personal security of the Secretary of State while on trips abroad.</p> <p>Destroy when 15 years old.</p> <p>c. Residence Security Files.</p> <p>Report of survey and other documentation pertaining to the provision of physical security at the residences of the Secretary of State.</p> <p>Destroy when 15 years old.</p>	(NN-172-188, item 38)	