

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

*Revised CU 10/17/78*

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 Budget and Finance

3. MINOR SUBDIVISION

Office of Finance

4. NAME OF PERSON WITH WHOM TO CONFER

Willie Gee, Jr.

5. TEL EXT

28806

LEAVE BLANK	
JOB NO	
<b>NC 1 59 78 14</b>	
DATE RECEIVED	
<b>SEP 6 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>9-22-78</u> Date	<u>[Signature]</u> Archivist of the United States

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 <u>7/10/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>William F. Farrell</u>	E. TITLE (FADRC/RM) 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	<p>Congressional Committee Travel Abroad</p> <p>a. Accounting transaction documents relating to expenses paid in Foreign currency units, FS-488 and supporting documents. DESTROY <del>AFTER</del> <sup>when</sup> 10 YEARS <i>old.</i> <sup>MA</sup> <i>NO 205477</i></p> <p>b. Correspondence file of letters, telegrams and other papers relating to Congressional travel abroad. DESTROY <del>AFTER</del> <sup>when</sup> 3 YEARS <i>old.</i> <sup>MA</sup> <i>NO 205477</i></p>		<i>2 items</i>

*NHF sent to Agency 9-26-78 MA*