

Read NCD 1700178 M/016

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

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO.  |  |
| NC1 59 79 1  |  |
| DATE RECEIVED  |  |
| OCT 18 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| 4-12-79<br>Date  | <i>James B. Rhoads</i><br>Archivist of the United States |

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  
Office of Financial Systems Development

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

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 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<br>9/5/78 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>William F. Farrell</i> | E. TITLE<br>Chief, Records Management Staff (FADRC/RM) |
|-------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 1          | Financial Systems Development - General Subject File<br><br>Consisting of Correspondence, Reports, Studies, and other documentation concerning policies and basic procedures for the Department's Accounting and Financial Management Systems.<br><i>Transfer to FARL when 3 yrs old. RDRmi 10/24/79</i><br>DESTROY WHEN 10 YEARS OLD. |                     |                  |

*sent to Agency, NCU, NWF 4-30-79*