

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NC 1-59-79-4

**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 International Organization Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Louis Day

5. TEL. EXT
28806

LEAVE BLANK	
JOB NO NC 1-59-79-4	
DATE RECEIVED 24 NOV 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
Date	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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
10/20/78	<i>Joseph Murphy</i>	Act. Chief, Records Management Staff (FADRC/RM)		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Presidential Visits - Administrative Files Consists of administrative material dealing with funding, travel orders, personnel details, arrival and departure arrangements and other routine administrative matters. <i>Transfer to FARC when 3 years old.</i> PERMANENT. OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD. <i>for deposit in the related Presidential Library.</i>		<i>Per telcon w. Louis Day, FADRC, 11/20/79.</i> <i>Marie 5 Dec 78</i>	<i>1 item</i>

*sent to NH, NMF, NNB, & Agency
sent to NCW, JAE: 9/11/79*