

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

MRN 749774

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 Personnel

3. MINOR SUBDIVISION

Director General of the Foreign Service

4. NAME OF PERSON WITH WHOM TO CONFER

Alice L. Harris

5. TEL EXT

632-8806

LEAVE BLANK	
JOB NO	
NCI-59-79-9	
DATE RECEIVED	
May 10, 1979	
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</p>	
Date	Archivist of the United States
7-23-79	<i>[Signature]</i>

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
5/4/79	<i>[Signature]</i>	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
	<p>Director General Messages.</p> <p>Communications between the Director General of the Foreign Service and the principal officer of a Foreign Service post on sensitive personnel matters (captioned DIRGEN CHANNEL) and communications dealing with agreement requests for American ambassadors and ministers as well as all matters relating to the appointment, resignation, or transfer of an American chief of mission or charge d'affaires (captioned AGREEMENT CHANNEL).</p> <p align="center">Destroy when five years old.</p> <p>These special channel messages bypass the ADS (Automated Document Storage and Retrieval System) in that they are not microfilmed by the COM device nor is the text available on-line. A citation, which indicates the MRN, date and caption, is available on microfiche cards which are permanently maintained in FADRC.</p> <p>The paper copies are maintained in the Director General's Office in chronological order by year, and accumulate at an average volume of one cubic foot per year.</p>		<i>item</i>

sent to Agency *[Signature]*
7-24-79