

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

LEAVE BLANK	
JOB NO	
NC1-59-79-15	
DATE RECEIVED	
8-27-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-30-79 <i>James S. O'Neil</i> Date <i>acting</i> 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 Budget

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 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
8/21/79	<i>William F. Farrell, Jr.</i> William F. Farrell, Jr.	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>Allotment and Apportionment Controls</p> <p>Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-150A) worksheets, and related correspondence.</p> <p>Destroy 15 years after the close of the fiscal year involved. <i>(Transfer to FMRC 5 years after fiscal year involved). 2/2/79</i></p> <p>Justification for authority to supersede the General Records Schedule: The existing retention schedule for these files complies with GRS-7, item 3. The office of record for these files has requested permission to retain the files for an additional five years. This request is based on a continuing need to access files beyond the 10-year period in order to satisfy the information needs of the Office of Management and Budget and Congressional hearings, and for internal use in budget preparation.</p>	<p>NN-175-73, item 19</p>	<p>1 item</p>

*sent to New Agency* *MS*  
*9-5-79*