

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

11/15/81

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO	NCL-59-80-2
DATE RECEIVED	10-23-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-26-81 <i>Date</i>	<i>Robert Nowe</i> <i>Archivist of the United States</i>

1. FROM (AGENCY OR ESTABLISHMENT) Department of State	
2. MAJOR SUBDIVISION Bureau of Administration	
3. MINOR SUBDIVISION Allowances Staff	
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 10/19/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Pette</i>	E. TITLE Chief, Records Management Staff (FADRC/RM)
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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>Standardized Regulations File</p> <p>Includes record copies of changes in allowance regulations affecting all Government civilian employees overseas, together with initial recommendations and the official signed authority for the changes, and official record copy of the printed changes.</p> <p>Transfer to FAAC when 3 years old.</p> <p>PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 5 YEARS OLD.</p> <p>Arrangement - by TL number Present Volume - 23 cu. ft. (about 20 years) 5 cf. Annual Accumulation - 1-1/2 cu. ft. 2-3 inches Costs Annually.</p> <p>a. Record copy of each printed change. PERMANENT. OFFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN 10 YEARS OLD.</p> <p>b. Background material. Destroy when 25 years old.</p>	<p>IINN-3244 Item 8</p> <p>RMH(A) 061208</p>	

*changed per
telex w/
Paul Murphy
1/15/81
Pw
Dp*

2 items

*Closed Out: 2-9-81: R.T.D.
Copy Sent to NCW, Agency, NNF & NNR*