

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

12/23/79

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
Allowances Staff

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

5. TEL EXT
632-8806

LEAVE BLANK	
JOB NO	NC1-59-80-2
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>1-26-81</i> Date	<i>Robert W. [Signature]</i> 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 10/19/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</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><i>Transfer to FAAC when 3 years old.</i></p> <p>PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 5 YEARS OLD.</p> <p>Arrangement - by TL number Present Volume - 23 cu. ft. <i>(about 20 years)</i> 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><i>RAH(A)</i> <i>061208</i></p>	

changed per telecon w/ Paul Murphy 1/15/81 PWL [Signature]

2 items

*Closed Out: 2-9-81: (R.T.)
Copy Sent to NCR, Agency, NNF & NNR*



Date January 15, 1981
Reply to
Attn of NCD (thru Bob Coren)
Subject NC1-59-80-2 (Standardized Regulations File)
To Director, NCD

I have examined 3 accessions at the WNRC retired under disposition authority RMH 061208 and agree with NNFD's recommendation that only the record copy of each regulation be scheduled as permanent. The background material in each regulation case file lacks sufficient historical value to merit continued retention.

If the SF 115 is modified to permit the destruction of the background material, the volume of the records to be accessioned will be only 1/5 of the amount originally estimated; there would therefore be approximately 5 cu. ft. of permanent records for the period Dec. 1, 1948 to present. Assembling a record set would be very simple since the record copy of each regulation is either fastened at the top of the case file or filed loosely in the case file folder.

I recommend the following disposition instruction for RMH 061208:

Standardized Regulations File.

- a. Record copy of each printed change.
PERMANENT. OFFER TO NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 10 YEARS OLD.
- b. Background material.
Destroy when 25 years old.

The suggestion to accession the permanent records in 5 year blocks is based on my observation that the printed changes accumulated at only 2 or 3 in./yr.

Robert W. Coren
Records Disposition Division (NCD)



General
Services
Administration

National Archives
and
Records Service Washington, DC 20408

Date March 7, 1980

Reply to
Attn of NNF

Subject NC1-59-80-2

To NCD

I think we should accession only a record set of the DOS regulations for allowances for foreign travel; the background material does not have sufficient historical value for permanent preservation.

Milton O. Gustafson

MILTON O. GUSTAFSON
Acting Director
Civil Archives Division