

Rec'd NCD 14 Nov 79

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO | NCL-59-80-3 |
| DATE RECEIVED | 11-14-79 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | 11-26-79 |
| Activity | James P. O'Neill 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 Security, Foreign Operations

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 |
| 11/7/79 | <i>William P. Farrell</i> | 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. | <p><u>Security Survey Reports</u></p> <p>Comprehensive security surveys of U.S. Government-owned facilities abroad, including any supplemental security surveys, exhibits, and supporting correspondence.</p> <p>DESTROY WHEN SUPERSEDED BY NEW REPORT, Transfer to FARC is not authorized.</p> <p>Justification for authority to supersede the General Records Schedules: Comprehensive security surveys of U.S. Government-owned facilities abroad are presently conducted at six/seven-year intervals, with supplemental surveys conducted usually at 18-month intervals. It is essential that the most recent comprehensive report remain available until superseded. Even when facilities are closed due to political exigencies, later availability of a comprehensive report can be of great assistance to the Foreign Buildings Office, and the security and political staffs involved in re-opening a facility.</p> | NN-172-188 item 23 RAH(A) 110206 | |

Alice
re telcom
w/ AS Harris
26 Nov 79

sent to Agency 12-4-79 M.J.

1 item