

Rec'd NC 14 NOV 79 NY

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-59-80-4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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
Archivist of the United States	<i>James P. O'Neale</i>

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 International Organization Affairs

3. MINOR SUBDIVISION
Office of the Executive Director

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
11/9/79	<i>William F. 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>Budget Working Files</u></p> <p>Rough worksheets, IBM listings, adding machine tapes and miscellaneous reference materials and related memorandums accumulated in connection with the preparation of budget estimates and justifications. Included are extra copies of budget estimates and justifications.</p> <p>DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p> <p>Justification for authority to supersede general records schedule 5, item 4: The Executive Office of the Bureau of International Organization Affairs (IO) administers all budget matters for the bureau and U.S. Missions to international organizations, unlike the executive offices of other bureaus for which the Department's office of the Comptroller controls budget matters. The IO Executive Office requires the retention of the budget working papers for a three-year period, since their budget cycle addresses a three-year period and the supporting documents for the entire budget must remain available for the full three years covered by the budget.</p>	<p>NC-59-73-3, Item 5</p> <p><i>RMH (A)</i></p> <p><i>181505</i></p>	

1 item

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Sent for DUS 3/16/79 NY

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