

*Rec'd NCD 20 Mar 80*

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

LEAVE BLANK	
JOB NO	NCL-59-80-17
DATE RECEIVED	3-20-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
Date	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

3. MINOR SUBDIVISION

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 2 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
3/11/80	<i>William J. Powell</i>	Chief, Records Management Staff (RM)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Central Foreign Policy File, 1950-73</p> <p>This file constitutes the official centralized file of the Department of State for all documents of a substantive nature, regardless of physical format. Included are correspondence, memorandums, reports, and all other materials that establish, discuss, or define foreign policy. Excluded are records that were authorized to be maintained on a decentralized basis and those series of records authorized by NARS for separate disposition and identified in the Department of State "Records Management Handbook, Appendix A."</p> <p>PERMANENT. Transfer to FRC when 10 years old. Offer to NARS when 30 years old or sooner if negotiated with NARS.</p> <p>The following blocks of records are arranged according to a decimal system of subject classification. See "Records Codification Manual" of 1950 and revisions thereto:</p> <p>1950-54 - 2900 cu. ft.      1955-59-2400 cu. ft.</p>	RMH(A) 020001	<i>2 items</i>

115-107 *Copy to NCW 4-8-80* *Copy to agency Closed Out 3-28-80* *Copy to RNF*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>1960-Jan. 1963- 1350 cu. ft.</p> <p>The following blocks of records are arranged according to a subject-numeric filing system. See Records Classification Handbook" of 1963 and revision's thereto:</p> <p>Feb. - Dec. 1963 - 550 cu. ft.            1964 - 66 - 1575 cu. ft.            1967 - 69 - 1450 cu. ft.            1970 - 73 - 1685 cu. ft.</p> <p>(The indexes to these files are designated for permanent retention in NC-59-76-4)</p> <p>Card Indexes to the Central Foreign Policy Files, 1950-73 (<i>Hard copy</i>)</p> <p>Name, Source and Subject indexes to the central foreign policy files indicate classification number, date and source of document and subject matter.</p> <p>PERMANENT. Transfer to FRC when 10 years old or after microfilming. Offer to NARS with related block of central foreign policy files (Item 1).</p> <p>Arranged alphabetically by name or source or numerically by subject classification number.</p> <p>The following blocks of indexes have not been microfilmed:</p> <p>1950-54 - already in NARS            1955-59 - 399 cu. ft.</p> <p>The following blocks of indexes have been microfilmed according to FPMR specifications. The microfilm has been designated for permanent retention in NC-59-76-4, Item 1a. NARS also requested the permanent retention of the <u>hardcopy</u> indexes in this job.</p> <p>1960 - Jan. 1963 - 3 cu. ft.            Feb. - Dec. 1963 - 1 cu. ft.            1964 - 66 - 3 cu. ft.            1967 - 69 - 3 cu. ft.            1970 - 73 - 3 cu. ft.</p>	NC-59-76-4 Item 1b	