

Rev NCD 11/9/80

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-59-80-19
DATE RECEIVED	4-11-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
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

Bureau of Public Affairs

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 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
3/19/80	<i>William J. Farrell</i>	Chief, Records Management Staff (FATM/RM)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Correspondence Files - Assistant Secretary for Public Affairs</p> <p>Correspondence and other documentation reflecting the activities and duties of the Assistant Secretary in planning and operating the Public Affairs activities of the Department, including speaking engagements, press matters involving international events and organizations, other government agencies, regional and functional bureaus, etc.</p> <p>DESTROY WHEN 25 YEARS OLD</p> <p>PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 20 years old in 5 year blocks.</p> <p>Current volume: 21 cubic feet</p> <p>Annual accumulation: 1 cubic foot</p> <p>Filing arrangement: Subject</p>		

Forwarded to Office as taken on Paul Murphy, FAAR 27 June 80.

Item

Copies to NWF, NAB Agency, NCW. 7-14-80