

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec NCD 18 Feb 81 NY

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
Deputy Assistant Secretary for Operations

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

5 TEL EXT
632-8806

LEAVE BLANK	
JOB NO NCL-59-81-5	
DATE RECEIVED February 18, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-10-81 Date	<i>[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 <i>2/10/81</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff
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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. <i>PR</i> <i>2/24/81</i>	General Subject Files of the Office of the Deputy Assistant Secretary for Operations. These records document the activities of the Deputy Assistant Secretary for Operations in directing and supervising a variety of administrative functions including supply, Transportation, Procurement, Information Management, Publishing, Visual Services Language Services and General Services. Records documenting the policies and procedures relating to these administrative functions are retained by the subordinate offices. Destroy when 5 years old.		<i>1 item</i>

*Closed Out: 3-16-81: R.T.J.
Copy sent to Agency, NCR, & NNTF*