

Rev NCD 10 Mar 87 KJ

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO
NCI-59-f1-6
DATE RECEIVED March 10, 1987
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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
Executive Secretariat

3 MINOR SUBDIVISION
Secretariat Staff

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

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 3 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 1-19-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E TITLE Chief, Records Management
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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.	<p>Secretariat Master File of Briefing Books, Fact Sheets, Visit and Conference Books</p> <p>These records are books (generally loose leaf) prepared for the Secretary and other high level officials to provide them with the essential information they will need for meetings with foreign dignitaries and officials, attending international conferences and any important activity that involves the Secretary. Most of the material consists of copies of documents that are maintained in other official files, however there is some original documentation.</p> <p><i>Transfer to FRC when 5 years old. Permanent. Offer to the National Archives when 30 years old in 5 year blocks.</i></p> <p>Volume: 400 cubic feet (1949-80) annual accumulation: 15 cubic feet File System: Chron, name</p>		
2.	Secretariat Memorandums		6 items

115-107 Revisions by RLHeise, NLD, per Paul F. Murphy, FAIM, 2 Oct 87

MASS DATA CHANGE SHEET NOT REQUIRED

Closed out: 12-14-82: cm
NNE NNR NDR NDR

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
	<p>This file, sometimes referred to as Principals Memorandum consists of Memorandums prepared by the Executive Secretary of the Department addressed to the Secretary and other high level officials. Memorandums to the Secretary from the Deputy Secretary and other high level officials thru the Executive Secretary. These records are primarily concerned with administrative matters, eg. operating procedures, however some substantive matters are addressed.</p> <p><i>Transfer to FRC when 5 years old, Permanent. Offer to the National Archives when 30 years old in 5 year blocks.</i></p> <p>Volume: 16 cubic feet (1950-80) Annual Accumulation: 1 cubic feet Arrangement. Chronological</p>		
3.	<p>Secretaries Daily Summaries</p> <p>Consists of reports from all principals to the Secretary on significant activities in their areas. Includes copies of significant telegrams, White House actions, Principals signature record, and Appointment Schedule</p> <p><i>Transfer to FRC when 5 years old, Permanent. Offer to National Archives when 30 years old in 5 year blocks.</i></p> <p>Volume: 51 cubic feet (1952-80) Annual Accumulation: 2 cubic feet Arrangement Chronological</p>		
4.	<p>Current Foreign Relations (Master File)</p> <p>Bound volumes of briefs prepared by various bureaus in the Department of State as to foreign policy and events in their specific</p>		

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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
	<p>areas and sent to all U.S. Diplomatic Posts to aid the posts in keeping abreast of U.S. Foreign Policies and events of significant interest. <i>Transfer to FRC when 5 years old, Permanent. Offer to National Archives when 30 years old in 5 year blocks.</i></p> <p>Volume: 8 cubic feet (1954-80) Annual accumulation: 1/3 cubic feet Arrangement: Chronological</p>		
5.	<p>Operation Center Watch Log. Daily 24 hour log concerning all actions taken including requests for assistance, notification of Department officers; White House or other Agencies concerning incidents; events, etc. <i>Transfer to FRC when 5 years old, Permanent: Offer to National Archives when 30 years old in 5 year blocks.</i></p> <p>Volume: 16 cubic feet (1961-80) Annual Accumulation: 1 cubic foot Arrangement: Chronological</p>		
6.	<p>Presidential and Secretary of State correspondence with Foreign Heads of State and Foreign Ministers</p> <p>Primarily copies of telegrams, Diplomatic Notes, etc. most of which are in the Department's Central Foreign Policy File <i>Transfer to FRC when 5 years old, Permanent. Offer to the National Archives when 30 years old in 5 year blocks.</i></p> <p>Volume: 30 cubic feet (1953-80) Annual accumulation: 2 cubic feet Arrangement: Chronological then alphabetical by country.</p>		