

REQUEST FOR DISPOSITION AUTHORITY
(See Instructions on reverse)

9 Feb 82

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NC1-59-82-7

1 FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED
February 11, 1982

Department of State

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Bureau of Human Rights & Humanitarian Affairs

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Paul F Murphy

632-8806

5-19-82
Date *[Signature]*
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>2/2/82</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William P. 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	Human Rights & Humanitarian Affairs Country Files Consists of correspondence, telegrams, airgrams, and other documentation pertaining to Human Rights & Humanitarian Affairs in individual countries. <i>Transfer to FAC when 3yrs old.</i> DESTROY WHEN 25 YEARS OLD.	X	
2	Administrative Files. Consists of correspondence, reports and other documentation accumulated incident to routine administrative and operational activities. DESTROY WHEN 3 YEARS OLD	X	
3	Chronological Files DESTROY WHEN 3 MONTHS OLD.	X	
4.	Officer Working and Chron Files. DESTROY WHEN NO LONGER REQUIRED FOR CURRENT REFERENCE PURPOSES.	X	<i>4 items</i>

*Asst Dir
Adm & Mgmt
9/2/82*

115-107
MDCS not necessary. Closed out: 5-20-82: K-T-D Copy to NCR, NNF & Agency