

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
Office of Chief of Protocol

3 MINOR SUBDIVISION
Visits Div.

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

5 TEL EXT
632-8806

LEAVE BLANK	
JOB NO NCL-59-83-1	
DATE RECEIVED 10-1-82	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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

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 9/27/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Powell</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	<p>U.S. Presidential Delegation Visit Files</p> <p>Correspondence, telegrams, biographic data, schedule of events and other documentation concerning the visits of Presidential Delegations to Foreign countries for funerals, inaugurations, anniversaries, etc.</p> <p>Permanent. Offer to the National Archives when 30 years old.</p> <p>Arrangement: Alphabetically by country</p> <p>Volume: 4 cu. ft. (75 - 79)</p> <p>Annual accumulation: 1 cu. ft.</p> <p>PERMANENT. Transfer to FRC when <u>3</u> years old Offer to NARS when <u>30</u> years old, in <u>5</u> year blocks.</p>	XX	1 item

Amended by [signature] 4/27/82

*115-107
Make Data Change sheet not necessary,
Closed out: 10-6-82:em
Copies to WNRC, NNF, NNB. + Agency*