

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
Bureau of Public Affairs

3 MINOR SUBDIVISION
Office of Press Relations

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

5 TEL EXT
632-8806

LEAVE BLANK	
JOB NO	NCL-59-83-3
DATE RECEIVED	2-22-83
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 2/17/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul F. Murphy, Jr.</i>	E TITLE, Acting 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>Press Guidances used for daily briefings.</p> <p>Consisting of listings of anticipated questions and suggested responses for use at Department of State Press Briefings.</p> <p>Transfer to FRC when 3 yrs. old.</p> <p>DESTROY WHEN 10 YEARS OLD.</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> <p>Arranged by Geographic Area Annually. Present Vol. for 1976-83 - about 30 cu. ft. Accumulation - about 4 cu. ft./yr.</p>	X	

*Amended by
R.D. Lewis, ncd,
Per Johnson v.
Paul Murphy,
FAIM/RA,
24 Aug 83.*

1 item

115-107
*To Agency
6/24/83*

MASS DATA CHANGE SHEET NOT REQUIRED

NCW sent 9-12-83 by DMW.