

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG 59</i>	
DATE RECEIVED DEC 14 1972	JOB NO 173-112
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the disposal request, including amendments, is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
12-18-72 Date	<i>James B. Phelan</i> Archivist of the United States

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
Bureau of Educational & Cultural Affairs

3 MINOR SUBDIVISION
Field Reception Centers

4 NAME OF PERSON WITH WHOM TO CONFER
Margaret Kakalec

5 TEL EXT. *Ed. 101*
Ext. 22730

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 One page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

12-12-72

Donald Simon
(Signature of Agency Representative)

Chief, Records Services Division

(Date)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>Scope and Application of Schedule</u>	<i>II-NNA-1507</i>	
	This schedule applies to records of the types described below created and/or accumulated by the Field Reception Centers of the Office of International Visitors Program, Foreign, of the Bureau of Educational & Cultural Affairs. It represents a revision of II-NNA-1507.		
1	Administrative files maintained by the field office Reception Centers of the International Visitor Programs, including records pertaining to meeting visitors upon their arrival, making necessary accommodations and travel arrangements for visitors, biographic information, memoranda from programming agency with suggestions for arrangements; schedule of professional appointments and/or hospitality activities arranged and miscellaneous routine periodic reports to Washington offices on activities and services performed; budget, travel and other fiscal records documenting the functions and activities of the Reception Centers. Destroy when 1 year old.		
	<i>II-NNA-1507 authorizes disposal after 3 years retention</i>		<i>1 item</i>