

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK R659	
DATE RECEIVED 18 MAY 1973	JOB NO. NN-173-30
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
6-18-73 Date	<i>James B. Rhoads</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 Administration
3. MINOR SUBDIVISION
Records Services Division
4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.
5. TEL. EXT
28806
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5/15/73 *Donald J. Simon* Donald J. Simon, Chief, OPR/RS
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that; (1) for all documents received electrically the silver original positive microfilm copy obtained from Computer Output microfilm plus one negative vesicular negative shall be offered to the Office of the National Archives (NN), National Archives & Records Service, General Services Administration, Washington, DC. 20408, (2) for all other documents the silver original negative microfilm plus one vesicular positive shall be offered to the Office of the National Archives (NN), National Archives and Records Service, General Services Administration, Washington, DC. 20408. Since this procedure is an exception to FPMR 101-11.503-2 we request approval of this exception.</p> <p>The silver original positive microfilm copy from the COM plus one vesicular negative, and the silver original negative microfilm for documents other than those produced from the COM plus one vesicular positive will be kept by the Department until volumes on the "Foreign Relations of the United States" for the same period has been published. The silver originals (positive and negative) will be stored in facilities in this Department which meet the standards of FPMR 101-11.506. The first</p>		

H. H. H.

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
1	<p>inspection of this microfilm as required by FPMR 101-11.506-8 will be conducted June 1, 1975.</p> <p>In accordance with FPMR 101-11.505, the silver originals (positive and negative) will not be used for reference purposes and measures will be taken to keep the silver originals clean and unscratched.</p> <p>Central Foreign Policy File.</p> <p>This file constitutes the official centralized file of the Department of State for all documents of a substantive and historical nature, regardless of physical format, that establish, discuss or define foreign policy unless such records have been authorized to be maintained on a decentralized basis in accordance with Foreign Affairs Manual Vol. 5, paragraph 435.</p> <p>a. Positive and negative microfilm copies.</p> <p>PERMANENT. Retain for transfer to the National Archives.</p> <p>b. Paper Records</p> <p>(1) Intrinsic documents selected by the Department of State because of their historical or political significance such as letters from Heads of State; petitions; ornate documents, etc. PERMANENT. Retain for transfer to the National Archives.</p> <p>(2) All other documents. DESTROY after it has been ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records.</p>		