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REC	QUEST FOR RECORDS DISPOSITION AUT	HORITY		JOB NO.	AVE BLANK	
	(See Instructions on reverse)				4-87-1	
TO: GENERAL NATIONA	L SERVICES ADMINISTRATION LL ARCHIVES AND RECORDS SERVICE, WASHIN	NGTON, DO	20408	DATE RECEIVED	11/90	
	y or establishment) MENT OF STATE			NOTIFIC	ATION TO AGEN	CY
2. MAJOR SUBD				in accordance with t the disposal request, i		
	reign Service Posts			except for items that approved" or "withdr	may be marked	"disposition not
3. MINOR SUBD	IVISION			are proposed for disponent required.	osal, the signature o	f the Archivist is
4. NAME OF PE	RŠON WITH WHOM TO CONFER	5. TELEPHO	ONE EXT.	DATE ARCH	INST OF THE UN	TED STATES
Marr	ia Braden	647-6	011	1923/9, 1/0	2. C \	(10-1
	E OF AGENCY REPRESENTATIVE	1		11/10	ausine X	Miles
that the reco agency or w Accounting (attached.	tify that I am authorized to act for this agen ords proposed for disposal in this Request o will not be needed after the retention perio Office, if required under the provisions of T currence: is attached; or is unnecessa	ods specificitle 8 of	page(: ed; and	s) are not now nee that written cond	ded for the bust	siness of this the General
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE		D. TITLE			
	Monia Braden					
9-14-90	Marria Braden		Actg.	Chief, Reco		
7. ITEM NO.	8. DESCRIPTION (With Inclusive Dates or R	-	ods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	DIPLOMATIC					
1.	Ambassador or Chief of Miss	<u>ion</u> .				
	(a) <u>Subject Files</u> .					
	Correspondence, reports telegrams, airgrams, spother material arranged maintained by or for the Ambassador or Chief of	eeches by sul e direc	, stat oject ct use	ements, and and		
PERMANENT. Cut off at the end of incumber tenure and retire to RSC. Transfer to WNF when 1 year old. Transfer to the National Archives when 30 years old.						4
	(b) Chronological Files.					
	Extra copies of corresp memorandums, telegrams, statements, and other m chronological order and the direct use of the A Mission.	airgra ateria mainta mbassa	ams, s l arra ained dor or	speeches, inged in by or for Chief of		
115-108	Copies Pent agency, M	540-00-634-40	10/3 10/3	80/908 s	TANDARD FORM rescribed by GSA PMR (41 CFR) 101	

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REQUEST	FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	NI-2	1-87-1	2 OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	PERMANENT. Cut off at the end of incumb tenure and retire to RSC. Transfer to W when 1 year old. Transfer to the Nation Archives when 30 years old.	INRC		
2.	Deputy Chief of Mission.			
	(a) Subject Files.			
	Correspondence, reports, memorandums, telegrams, airgrams, speeches, statement other material arranged by subject and maintained by or for the direct use of t Deputy Chief of Mission.	•		-
	PERMANENT. Cut off at the end of incumber tenure and retire to RSC. Transfer to When 1 year old. Transfer to the Nation Archives when 30 years old.	NRC		
1	(b) Chronological Files.			
	Extra copies of correspondence, reports, memorandums, telegrams, airgrams, speech statements, and other material arranged chronological order and maintained by or the direct use of the Deputy Chief of Mi	nes, in for		
	PERMANENT. Cut off at the end of incumbed tenure and retire to RSC. Transfer to When 1 year old. Transfer to the Nation Archives when 30 years old.	INRC		
	Posts With Decentralized Files			
,	Political Section.			
3.	Subject Files. (Arranged by TAGS/Terms.)			
	Official file of all documents (telegrams, airgrams, correspondence, reports, memorandu speeches, notes, and other material) arrange subject. Includes files under <u>all</u> TAGS main by the Political Section.	ed by		

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REQUEST	FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION	NI-2	4-87-1	3 OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USI ONLY)
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4.	Chronological Files.			
	Extra copies of correspondence, memorandums telegrams, airgrams, and other material arr chronologically and maintained for convenie reference.	anged		
	Cut off at the end of the calendar year. During when no longer needed.	estroy		-
	Economic Section			-
5.	Subject Files. (Arranged by TAGS/Terms.)			
	Official file of all documents (telegrams, airgrams, correspondence, reports, memorand speeches, notes, and other material) arrang subject. Includes files under <u>all</u> TAGS mai by the Economic Section.	ed by	3	
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6.	Chronological Files.		,	
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	Posts With Central Files			
7.	Foreign Policy Subject Files.			
	Arranged by TAGS/Terms Filing System.			
	(a) AEMR, AINR, AMGT, and ASEC.			

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7. ITEM NO.		8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS US ONLY)
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	(b)	All other A TAGS.			
		Cut off at the end of the calendar year. Destroy when 1 year old.	,		
	(c)	All B TAGS.	•		
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	(f)	All K TAGS.			
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
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·	<u>Head of Post</u>			
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9.	Chronological Files.			
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