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|--|-----------------------------------|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| | | JOB NO. | N1-84-87-1 |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | DATE RECEIVED | 10/11/90 |
| 1. FROM (Agency or establishment) DEPARTMENT OF STATE | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION All Foreign Service Posts | | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Marria Braden | 5. TELEPHONE EXT. 647-6011 | DATE 10/23/90 | ARCHIVIST OF THE UNITED STATES <i>C. J. [Signature]</i> |

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

| | | |
|--------------------|--|--|
| B. DATE 9-14-90 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marria Braden</i> Marria Braden | D. TITLE Actg. Chief, Records Mgt. Branch |
|--------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
| 1. | <p align="center"><u>DIPLOMATIC POSTS</u></p> <p><u>Ambassador or Chief of Mission.</u></p> <p>(a) <u>Subject Files.</u></p> <p>Correspondence, reports, memorandums, telegrams, airgrams, speeches, statements, and other material arranged by subject and maintained by or for the direct use of the Ambassador or Chief of Mission.</p> <p>PERMANENT. Cut off at the end of incumbent's tenure and retire to RSC. Transfer to WNRC when 1 year old. Transfer to the National Archives when 30 years old.</p> <p>(b) <u>Chronological Files.</u></p> <p>Extra copies of correspondence, reports, memorandums, telegrams, airgrams, speeches, statements, and other material arranged in chronological order and maintained by or for the direct use of the Ambassador or Chief of Mission.</p> | | |

Copies sent agency, NN-W NNT NCF
10/30/90

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| 2. | <p><u>Deputy Chief of Mission.</u></p> <p>(a) <u>Subject Files.</u></p> <p>Correspondence, reports, memorandums, telegrams, airgrams, speeches, statements, and other material arranged by subject and maintained by or for the direct use of the Deputy Chief of Mission.</p> <p>PERMANENT. Cut off at the end of incumbent's tenure and retire to RSC. Transfer to WNRC when 1 year old. Transfer to the National Archives when 30 years old.</p> <p>(b) <u>Chronological Files.</u></p> <p>Extra copies of correspondence, reports, memorandums, telegrams, airgrams, speeches, statements, and other material arranged in chronological order and maintained by or for the direct use of the Deputy Chief of Mission.</p> <p>PERMANENT. Cut off at the end of incumbent's tenure and retire to RSC. Transfer to WNRC when 1 year old. Transfer to the National Archives when 30 years old.</p> <p style="text-align: center;"><u>Posts With Decentralized Files</u></p> <p><u>Political Section.</u></p> | | |
| 3. | <p><u>Subject Files.</u> (Arranged by TAGS/Terms.)</p> <p>Official file of all documents (telegrams, airgrams, correspondence, reports, memorandums, speeches, notes, and other material) arranged by subject. Includes files under <u>all</u> TAGS maintained by the Political Section.</p> | | |

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| 5. | <p><u>Subject Files.</u> (Arranged by TAGS/Terms.)</p> <p>Official file of all documents (telegrams, airgrams, correspondence, reports, memorandums, speeches, notes, and other material) arranged by subject. Includes files under <u>all</u> TAGS maintained by the Economic Section.</p> <p>PERMANENT. Cut off at the end of the calendar year. Retire to RSC when 1 year old. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.</p> | | |
| 6. | <p><u>Chronological Files.</u></p> <p>Extra copies of correspondence, memorandums, telegrams, airgrams, and other material arranged chronologically and maintained for convenience of reference.</p> <p>Cut off at the end of the calendar year. Destroy when no longer needed</p> <p style="text-align: center;"><u>Posts With Central Files</u></p> | | |
| 7. | <p><u>Foreign Policy Subject Files.</u></p> <p>Arranged by TAGS/Terms Filing System.</p> <p>(a) AEMR, AINR, AMGT, and ASEC.</p> | | |

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