


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-84-90-3	DATE RECEIVED 4-4-90
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION AmEmbassy Madrid		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ECON/SCI			
4 NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5 TELEPHONE EXT 647-6023	DATE 6/20/90	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 2 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 03/28/90	C SIGNATURE OF AGENCY REPRESENTATIVE Kathleen M. Lannon 	D TITLE Records Management Branch, Chief
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<u>Scientific And Cooperative Research Grant Files - 1979 - Present</u> Records belonging to the US/Spain Joint Committee for Scientific and Technical Cooperation Consists of correspondence, applications, proposals, copies of receipts for expenditures, copies of purchase orders and vouchers, travel orders and vouchers, relating to the administration of cooperative research grants between US and Spain. Records which document financial accountability and administrative program. Destroy 6 6 years and 3 months after period covered by account.		
2.	<u>Research Reports - 1979 - Present</u> Consists of reports both in Spanish and English which were generated as a result of research grants by US and Spain. Destroy when 20 years old.		

*Copies sent to agency
NNT, NMW 4/26/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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	<p>Volume: 70 cu.ft. Annual Accumulation: 7 cu. ft.</p>		