

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-84-91-3	DATE RECEIVED 7/22/91
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE EXT.	DATE 9/27/91	ARCHIVIST OF THE UNITED STATES <i>Clare J. Weiler</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 3 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 7-10-91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Cruce</i>	D. TITLE <i>Acting Chief RA/RD</i>
--------------------	---	---------------------------------------

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	9 GRS OR SUPERSEDED JOB CITATION	10.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>FOREIGN POLICY AND RELATIONS FILES</u> <u>ALL POSTS</u></p> <p align="center"><u>PRINCIPAL OFFICERS'</u> (Includes files of Ambassadors, Deputy Chiefs of Mission, Consul Generals, and Consuls)</p> <p><u>Subject Files.</u></p> <p>Arranged by subject. Airgrams, correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, and other material maintained by or for the direct use of principal officers at each post.</p> <p>PERMANENT. Cut off at the end of incumbents tenure at post and retire to RSC. Transfer to WNRC when 1 year old. Transfer to the National Archives when 30 years old.</p>	N1-84-87-1 Items 1(a), 2(a), and 8.	

Copies sent to agency, NCF, NN-W, NNT 10/3/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 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)
2.	<p><u>Chronological Files.</u></p> <p>Arranged chronologically. Extra copies of airgrams, correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, and other material maintained by or for the direct use of the <u>principal</u> officers at each post.</p> <p>PERMANENT. Cut off at the end of incumbents tenure at post and retire to RSC. Transfer to WNRC when 1 year old. Transfer to the National Archives when 30 years old.</p> <p><u>POLITICAL SECTION AND ECONOMIC SECTION</u> (Includes Embassies and Foreign Policy and Relations files maintained by Consulates General and Consulates)</p>	N1-84-87-1 Items 1 (b), 2 (b), and 9.	
3.	<p><u>Subject Files.</u></p> <p>Arranged by TAGS and Terms. Official file of all documents (airgrams, correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, and other material arranged by subject. Includes files under <u>ALL</u> TAGS maintained by the Political Section and 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>	N1-84-87-1 Items 3 and 5.	
4.	<p><u>Chronological Files.</u></p> <p>Arranged chronologically. Extra copies of airgrams, correspondence, memorandums, notes, official-informals, speeches, statements, telegrams and other material maintained for convenience of reference.</p> <p>Cut off at the end of the calendar year. Destroy when 1 year old.</p>	N1-84-87-1 Items 4 and 6.	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
3
OF
3

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>
5.	<p style="text-align: center;"><u>COMMUNICATIONS PROGRAM UNIT</u></p> <p><u>Top Secret Material Maintained in the CPU.</u></p> <p>Arranged by subject or control number. Telegrams, airgrams, memorandums, and other material maintained in the CPU. Files are maintained in the CPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification.</p> <p>PERMANENT. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.</p>		