

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of State

2 MAJOR SUBDIVISION
All Foreign Service Posts

3 MINOR SUBDIVISION
General Services Offices

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Pat Magin 647-6021

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-84-93-13

DATE RECEIVED
7-13-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 2-8-94 ARCHIVIST OF THE UNITED STATES
Cindy Huskamp Peters

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 6/15/93 SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Rossman* TITLE Kenneth F. Rossman Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Utility Bills Paid utility bills for U.S. owned or leased buildings and residences. Destroy 3 years after payment. Longer retention authorized when required by local law.		

Copies Sent to Agency 2/22/94