

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-84-96-1**

DATE RECEIVED **8/12/96**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **8-21-96** ARCHIVIST OF THE UNITED STATES *John W. Cal*

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
Consular Section

4. NAME OF PERSON WITH WHOM TO CONFER
Marria Braden

5. TELEPHONE
647-6011

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 **8/7/96** SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Rossmer* TITLE
Department of State
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

RECORD BOOKS

1. Miscellaneous Record Books

Miscellaneous Record Books contain recorded information on the following subjects: chronological historical sketches of important political, economic, or other events in the district; names and dates of the marriages of American citizens; dates when post was established or status changed; and dates foreign government interests were assumed. Local customs or procedures for ceremonies, making calls, extraditions, and recording of documents; list of notaries public, contracts, and holidays; posting of quarantine regulations; and post inspections.

DISPOSITION: Retire to RSC for immediate transfer to the National Archives.

NOTE: The Miscellaneous Record Book was one of several large hard cover record books in which posts recorded specific information required by Executive Order. Today, posts are no longer required to record any information in these record books but the books are used for historical reference purposes. Because many of the books are over a half century old, the books are to be retired to OIS/RA/RSC for permanent preservation. A DS-693B is to accompany the record book. Posts should make copies of any pages containing information they wish to retain at post. It is suggested that these copies be placed in a folder entitled "Miscellaneous Record Book".)

2. Other Record Books

Record books on Americans covering consular activities and services, historical information, immigration, registration, seamen, shipping, vessels, and other related subjects. This includes but is not limited to the following old record books.

Records Of American Seamen Relieved,
Records Of Immigration Registration And Waiting Lists,
Records Of Official Services To American Vessels And Seamen, and
Registers Of Shipping And Seamen.

DISPOSITION: Retire to the RSC for immediate transfer to the National Archives.