

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		- DO NOT LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER	N1-84-99-1
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	1-28-99
2. MAJOR SUBDIVISION Ambassador's Office		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION All Foreign Service Posts			
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5. TELEPHONE (202) 647-5045	DATE	7-6-99
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	

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 below ~~pages~~ 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 1/19/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pat Magin</i>	TITLE Department of State Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Ambassador/Chief of Mission Social and Representational Files</p> <p>These files cover the social and representational activities involving the Ambassador/Chief of Mission that include arrangements for receptions, attendance at representational events, letters of appreciation, tours at the ambassador's residence, social meetings with the ambassador, informal/ social correspondence, interviews, etc. Included in the files are a variety of correspondence, memorandums, notes, cables, talking points, e-mail, copies of bills and receipts, lists of attendees at social events, photographs, videos, bulletins, etc.</p> <p>a. Official Files</p> <p>Cut off at the end of the incumbent's tenure at post. Retire to the Records Service Center for transfer to WNRC. Destroy when 5 years old.</p> <p>b. Electronic version of records created by electronic mail and word processing applications.</p> <p>Delete when file copy is generated or when no longer needed for reference or updating.</p>		

*copy to: Agency
NW MW
NW MP*