

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D C 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Department of State

2 MAJOR SUBDIVISION

U.S. Mission to the United Nations

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

5 TEL EXT Cd 101
Ext 28807

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED JUL 1 1975	JOB NO NC - 84-76-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped disposal not approved or with drawn in column 10	
Date 8-28-75	ACTING Archivist of the United States <i>James E. O'Keefe</i>

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

6/23/75 (Date) *William F. Farrell* (Signature of Agency Representative) CHIEF, REC MGMT STAFF (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Central Correspondence Files</p> <p>Official copies of those records which document the substantive functions of the Mission, includes all records which establish, discuss or define foreign policy. These records are divided into three classes: a. UN Section, b. Country File and c. Subject File.</p> <p>PERMANENT. Transfer to FRC after ⁵20 years. Offer to National Archives when 30 years old.</p>	<p>NN 173-126, Item 4</p> <p><i>NN-473-15 Item 1</i></p>	
2	<p>UN Letter File (1946 -63)</p> <p>Correspondence between USUN and the UN, and related correspondence with the Department and Foreign Service posts.</p> <p>PERMANENT. Transfer to FRC after ⁵20 years. Offer to National Archives when 30 years old.</p>	<p>NN 173-126, Item 5</p> <p><i>NN-473-15 Item 3</i></p>	
3	<p>UN Letter File (1946 to Present)</p> <p>a. Correspondence relating to UN Field Missions or Peacekeeping Operations concerning questions of assignment of personnel and other logistic matters.</p> <p>PERMANENT. Transfer to FRC after ⁵20 years. Offer to National Archives when 30 years old.</p> <p>b. Correspondence relating to UNDP projects, project</p>	<p>NN173-126, Item 6c, and 6d</p> <p><i>NN-473-15 Item 3</i></p>	

Copy to Agency & Bayonne 9-2-75 (W)

Amended to permit transfer to FARCA ^{when} 5 years old.

STANDARD FORM 115
Revised November 1970
Approved by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
*But phone with Murphy
Review
NCO 22 Jun 77*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	summaries, U.S. Government comments, etc. PERMANENT. Transfer to FRC after ⁵ 10 years. Offer to National Archives when 30 years old.		
4	Telegram Files (1946-1964) a. Telegrams, ACTION USUN (incoming) PERMANENT. Transfer to FRC when ⁵ 10 years old. Offer to National Archives when 30 years old. b. Telegrams from USUN to Department of State (Outgoing). PERMANENT. Transfer to FRC when ⁵ 10 years old. Offer to National Archives when 30 years old.	NN-173-126, Item 7c and 7d <i>NN-473-15</i> <i>Item 4</i> <i>Item 5</i>	
5	File of Telegrams and Airgrams from USUN to State Department arranged chronologically DESTROY when related block of subject files are retired to FRC. <i>(See Item 1).</i>	NN-173-126, Item 8d	
6	US Mission Files (1946-57) Records relating to US Delegations to UN, including memos of conversation, minutes of US Delegation meetings and related papers. PERMANENT. Transfer to FRC after ⁵ 10 years. Offer to National Archives when 30 years old.	<i>NN-473-15</i> <i>Item 8</i>	
7	Background and Position Books Files Includes file of legislative histories PERMANENT. Transfer to FRC when ⁵ 10 years old. Offer to National Archives when 30 years old.	<i>Item 9</i>	
8	International Organization Affairs - General Subject Files. Policy and precedent files and records relating to unique situations or problems that are not completely documented in Departmental Files. Includes correspondence, reports, and other records concerning operations and procedures affecting personnel of the UN and related organizations, and including Host country problems.	NN-173-126, Items 17a, 18a, 19a, and 20a. <i>NN-473-15</i> <i>Item 10</i>	

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	PERMANENT. Transfer to FRC when 10 ⁵ years old. Offer to National Archives when 30 years old.	MM-473-15 Item 11	
9	Index Files Card Indexes to USUN Files PERMANENT. Retire to FRC with related block of subject Files. Offer to National Archives when 30 years old.		
10	UN Document Files Published and processed documents of the United Nations DESTROY when 100 years old <i>or sooner if no longer needed for reference.</i>	Item 12	

*Revised
25 Aug 79*