

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-84 - 78 - 2	
DATE RECEIVED 9 FEB 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-14-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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
Alice L. Harris

5. TEL EXT
632-8806

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C DATE <u>1/31/78</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i> William F. Farrell	E. TITLE Chief, Records Management Staff
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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
1.	<u>General Inquiry File.</u> Correspondence with ^{from} persons requesting general information regarding employment with international organizations including requests for information on location of specific organizations, field offices, job opportunities, pay scales of employees, privileges and immunities, fringe benefits, allowances, types of positions, etc. Return original letter with response.		
2.	<u>Active Applicant Roster File.</u> Applications for employment and related communications with persons who have been determined to be qualified for various types of positions with international organizations. Destroy 2 years after date of the most recent communication on the case.		