

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

3-24-78

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

Paul F. Murphy, Jr.

5 TEL EXT

632-8806

LEAVE BLANK	
JOB NO	
NC 1 84 78 4	
DATE RECEIVED 3 APR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-25-79 Date	<i>James B. Rhoads</i> Archivist of the United States

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 2 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
3/20/78	<i>Paul F. Murphy, Jr.</i>	Acting Chief, Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR-11.504 and that the silver original microfilm plus one positive copy of each microfilm which is a silver duplicate negative copy shall be offered to the National Archives (NN) National Archives & Records Service, General Services Administration, Washington, D.C. 20408.</p> <p>Facilities meeting the standards of FPMR 101-11.506 will be used to store the silver original microfilm. The first inspection of microfilm required by FPMR 101-11.508 will be conducted January 20, 1980.</p> <p>Index Cards to USUN Central Documents and Subject Files. (See Job No. NC1-84-77-3).</p> <p>a. Card Record (volume 32 cu. ft.) Destroy when 1 year old.</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED COPIES HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR THE PAPER RECORDS.</p>	NC-84-761, Item 9 Perm.	3 items

All amendments per telephone conversation with Paul Murphy (ASARC) 7/20/79
David H. Havelle

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
	<p>b. Microfilm Copies (100 Reels)</p> <p>—Permanent offer to National Archives when related block of Central Files is offered to the National Archives.</p> <p>NOTE: Card records for period 1945-1953 are to FRC Bayonne. National Archives has indicated they want this file in hard copy.</p> <p>(1) Silver original and positive vesicular microfilm copy.</p> <p>PERMANENT. TRANSFER TO FRC WHEN 5 YEARS OLD. OFFER TO NATIONAL ARCHIVES WHEN RELATED BLOCK OF CENTRAL FILES IS OFFERED TO THE NATIONAL ARCHIVES.</p> <p>(2) Positive vesicular copy to be retained by the Department of State.</p> <p>DESTROY WHEN 25 YEARS OLD.</p>		