

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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 ICAO

3 ~~MINOR SUBDIVISION~~
International Civil Aviation Organ.

4 NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy, Jr.

5 TEL EXT

632-8806

LEAVE BLANK

JOB NO

NC1 84 78 7

DATE RECEIVED

18 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-8-79 *James B. Phoader*
Date 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 <i>4/13/78</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff (FADRC/RM)
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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	<p>International Organization Administrative Files</p> <p>a. ICAO Administrative File. Includes ICAO documents and related correspondence concerning the organization and administrative operations of ICAO.</p> <p>DESTROY WHEN 5 YEARS OLD.</p> <p>b. All other International Organization Administrative Files.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		

6 items

Copy for agency, 14 Nov 1978, copy to New 3/12/79 pl

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
2	Document Files a. ICAO Documents DESTROY WHEN OF NO FURTHER REFERENCE VALUE. b. IGIA Documents DESTROY WHEN OF NO FURTHER REFERENCE VALUE.		
3	Mission Administrative Files Consisting of correspondence, reports, and other documents accumulated incident to budget, personnel, general services and other administrative activities. DESTROY WHEN 3 YEARS OLD.		
4	Chronological Files DESTROY WHEN 1 YEAR OLD EXCEPT WHERE USED AS AN INDEX TO CENTRAL SUBJECT FILE IN WHICH CASE DESTROY WHEN RELATED BLOCK OF CENTRAL SUBJECT FILE IS RETIRED.		