

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Hand NCR 282477 M

LEAVE BLANK	
JOB NO	NC 1 84 78 8
DATE RECEIVED	AUG 1 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-13-79 Date	<i>James E. O'Neill</i> Acting 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
US Mission to IAEA Vienna

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.

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 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 <i>William F. Farrell</i>	E. TITLE William F. Farrell, 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>Mission Central Subject File</p> <p>Consisting of Telegrams, Airgrams, Correspondence, Memorandums of Conversation, Diplomatic Notes, Memorandums and other documentation of the scientific, technical, economic and other substantive activities of IAEA and its member countries.</p> <p>PERMANENT. TRANSFER TO FRC WHEN 3 YEARS OLD, OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD <i>17</i> 5 YEAR BLOCKS. ADAMS, NC 0, 74979 Volume 89 cu. ft. Annual Accumulation 5 cu. ft. Arrangement - by Subject in accordance with Records Classification Handbook.</p>		<i>4 Years</i>

115-107

Copy to new agency and GSN NNC DE 9-17-79

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	Chronological Files DESTROY WHEN RELATED BLOCK OF CENTRAL FILES IS RETIRED.		
3 <i>Explain, NCO 74p79</i>	Document ^{Reference} Files RETAIN AT MISSION. <i>Destroy when no longer needed for reference.</i>		
4	Case Files - U.S. Citizens Employed by IAEA Includes Personnel History, nomination docu- ments, related correspondence. DESTROY 3 YEARS AFTER TERMINATION OF EMPLOY- MENT.		