

new record item 10M

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 84 79 1
DATE RECEIVED	OCT 11 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-11-78 Date	<i>James B. Blodgett</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

Foreign Service Post - Bogota

3. MINOR SUBDIVISION

(Schedule only applies to Amembassy Bogota)

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL. EXT.

28806

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
9/29/78	<i>James J. Murphy, Jr.</i>	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 vesicular microfilm 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 101-11.506-8 will be conducted January 10, 1982.</p> <p>Officially Decentralized Political and/or Economic Files.</p> <p>Consists of official or record copies of those documents which establish, discuss, or define foreign policy or establish precedent. This includes official incoming action or record copies or communications such as airgrams, telegrams, notes and letters from the Department,</p>	NN172-151 14 547D	3 items

*sent to Agency
MM 12-12-78*

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>other posts or the Foreign Office. All official initialed copies of outgoing communications to the Department, other posts or the Foreign Office; correspondence to and from the White House, Members of Congress and other Federal agencies for which section took action; originals of significant memos or memos of conversation; treaties, conventions or other international agreements.</p> <p>a. Paper Records <i>(Beginning with the year 1977)</i> <i>Retain until 5/2/78</i></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> <p>b. Microfilm Copies</p> <p>(1) Silver original and positive vesicular microfilm copy.</p> <p>PERMANENT. OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p> <p>(2) Copy to be retained by the post.</p> <p>DESTROY WHEN 10 YEARS OLD OR NO LONGER NEEDED.</p> <p>Accumulates at four cubic feet per year</p>		