

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NOV 24 1978

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO	
NC1 84 79 2	
DATE RECEIVED	
24 NOV 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-13-79 Date	<i>[Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
U.S. Mission to Berlin

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 <u>11/3/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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	Occupation Cost Fund Records and other fiscal records unique to U.S. Mission Berlin Occupation Cost Budget for U.S. Mission Berlin, Aeronautics Unit and Berlin Brigade DESTROY WHEN 3 YEARS OLD.		
2	Occupation Cost Fund Status Reports DESTROY WHEN 3 YEARS OLD, EXCEPT FOR FINAL REPORT FOR FISCAL YEAR WHICH DESTROY WHEN 10 YEARS OLD.		
3	Voucher File for payments made from occupation cost funds. DESTROY WHEN 10 YEARS OLD.		

10 items

*sent to Agency, NCU, NNF
4-30-79 MAF*

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
4	Allotment and Distribution Ledgers - Occupation Cost Funds DESTROY WHEN 10 YEARS OLD.	RAH (B) 03301a	
5	Liquidated Obligation Files - Occupation Cost Funds DESTROY WHEN 3 YEARS OLD.		
6.	Personnel Fiscal Folder - Occupation Cost Funds Includes Pay Cards for Local Employees, CSR Retirement Records, P/R Control Data DESTROY 5 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE	RAH (B) 03505	
7	LEAVE RECORD CARD DESTROY WHEN 5 YEARS OLD.	RAH (B) 03504	
8	Representation Files - Occupation Cost Funds DESTROY WHEN 5 YEARS OLD.		
9	JFK School Grant Files. DESTROY WHEN 5 YEARS OLD.		
10	Green Week Exhibit File (Special ERP Funds) DESTROY WHEN 5 YEARS OLD.		