

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Ref NCO 252A7944

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

LEAVE BLANK	
JOB NO	NC1-84-79-6
DATE RECEIVED	7-25-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-22-80</i> Date	<i>Robert M. Kane</i> Archivist of the United States

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

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>7/18/79</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>USUN PRESS RELEASES</p> <p>Master File of Press Releases issued by the US Mission to the United Nations</p> <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>		<i>3 items</i>

*Closed Out: 10-22-80: K.T.D.
Copy sent to Agency, 2 NC, NNF & NWB*

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>a. Paper Records</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 National Archives when 30 years old, <i>or with related block of USUN Control Files, whichever is earlier.</i></p> <p>(2) Copy to be retained by US Mission to the United Nations</p> <p>DESTROY WHEN 20 YEARS OLD OR WHEN NO LONGER NEEDED.</p> <p>Volume: 16 cubic feet</p> <p>Annual Accumulation - 1/2 cubic feet</p> <p>Arrangement: Numerically by assigned number</p>		

*Amended
 2/5/50
 17 Oct 50*