

Rec'd NC 17 Jan 80 117

REQUEST FOR RECORDS DISPOSAL 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

All Foreign Service Posts

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy, Jr.

5 TEL EXT

632-8806

LEAVE BLANK

JOB NO

NC1-84-80-2

DATE RECEIVED

1-15-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-8-80 *James P. O'Neil*  
Date *Archivist* 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~~ <sup>3</sup> 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 1/8/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Russell</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
	<p>This schedule is an amendment to Disposal Job NC-174-190 to provide for disposal of non-permanent records when the permanent records are retired to the Department. Although the normal time for retirement remains "when the records are three years old," security considerations occasionally necessitate accelerated retirement. This change in retention period for the non-permanent records is designed to eliminate the need for screening such material from retired files.</p> <p>(DESCRIPTIONS OF ITEMS FOLLOWS ON PAGES 2 THRU 3)</p>		

115-107

*Copy to [unclear] Closed Oct - 2-13-80*

## Request for Records Disposition Authority - Continuation

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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>Diplomatic Post (U.S. Embassies, Missions and Legations) Central Subject or officially decentralized files.</p> <p>a. Records of U.S. Diplomatic Posts at Baghdad, Belgrade, Bucharest, Budapest, Cairo, Damascus, Moscow, Peking, Prague, Sofia, Taipei, and Warsaw, subjectively classified under the following primary subjects:</p> <ul style="list-style-type: none"> <li>ACC - Accounting &amp; Disbursing</li> <li>BUD - Budget</li> <li>CR - Communications &amp; Records</li> <li>FP - Emergency Planning</li> <li>ES - Equipment Supplies &amp; Services</li> <li>FMGT - Financial Management</li> <li>FSV - Facilitative Management</li> <li>LEG - Legislative &amp; Legal Affairs</li> <li>PER - Personnel</li> <li>PR - Public Relations</li> <li>SY - Security</li> <li>TRV - Travel &amp; Transportation</li> <li>VEH - Vehicles</li> <li>CON - Consular Affairs (General)</li> <li>PPT - Passport &amp; Citizenship</li> <li>PS - Protective Services</li> <li>V - Visas</li> <li>CUL - Culture</li> <li>EDU - Education</li> <li>EDX - Educational &amp; Cultural Exchange</li> <li>INF - Information</li> <li>MP - Motion Pictures</li> <li>PPB - Press &amp; Publications</li> <li>RAD - Radio</li> <li>TV - Television</li> <li>AGR - Agriculture</li> <li>AID - Aid</li> <li>FN - Finance</li> <li>FSE - Fuels &amp; Energy</li> <li>INCO - Industries &amp; Commodities</li> <li>IT - Inland Transport</li> <li>OS - Ocean Shipping</li> <li>PO - Postal Affairs</li> <li>TEL - Telecommunications</li> <li>TR - Transportation (General)</li> <li>SP - Space &amp; Astronautics</li> <li>HLTH - Health &amp; Medical Care</li> </ul> <p>DESTROY when permanent records are retired to the Department except where a longer retention period is specified in the Records Management Handbook, App. B. (Permanent records are identified in NC-174-190)</p>	NC-174-190 Item 1a(2)	

## Request for Records Disposition Authority - Continuation

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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 (cont.)	<p>b. Records of all other diplomatic posts subjectively classified under the following primary subjects:</p> <p>BG - Building &amp; Grounds All primary subjects listed under 1a of page 2</p> <p>DESTROY when permanent records are retired to the Department except where a longer retention period is specified in the Records Management Handbook, App. B. (Permanent records are identified in NC-174-190)</p>	NC-174-190 Item 1b(2)	
2	<p>Consular Post (Consulates General and Consulates) Central Subject or officially decentralized files.</p> <p>a. Records of U.S. Consular Posts at Amsterdam, Belfast, Bombay, Calcutta, Capetown, Dacca, Frankfurt, Istanbul, Hong Kong, Jerusalem, Karachi, Liverpool, Melbourne, Naples, Rio de Janeiro, Rotterdam, Sydney, and Tangier, subjectively classified under the following primary subjects:</p> <p>All primary subjects listed under the above item 1b.</p> <p>DESTROY when permanent records are retired to the Department except where a longer retention period is specified in the Records Management Handbook, App. B. (Permanent records are identified in NC-174-190)</p> <p>b. Records of all other consular posts subjectively classified under the following primary subjects:</p> <p>All primary subjects EXCEPT: ORG - Organization &amp; Administration</p> <p><u>DESTROY when 3 years old or when of no further operational use to Post, whichever occurs first.</u> <u>(ORG is identified for permanent retention in NC-174-190).</u></p>	NC-174-190 Item 2a(2)	
		NC-174-190 Item 2b(2)	