

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

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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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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~~ ³ 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>		

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Request for Records Disposition Authority - Continuation

JOB NO
NC1-84-80-2PAGE OF 3
2

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"> ACC - Accounting & Disbursing BUD - Budget CR - Communications & Records FP - Emergency Planning ES - Equipment Supplies & Services FMGT - Financial Management FSV - Facilitative Management LEG - Legislative & Legal Affairs PER - Personnel PR - Public Relations SY - Security TRV - Travel & Transportation VEH - Vehicles CON - Consular Affairs (General) PPT - Passport & Citizenship PS - Protective Services V - Visas CUL - Culture EDU - Education EDX - Educational & Cultural Exchange INF - Information MP - Motion Pictures PPB - Press & Publications RAD - Radio TV - Television AGR - Agriculture AID - Aid FN - Finance FSE - Fuels & Energy INCO - Industries & Commodities IT - Inland Transport OS - Ocean Shipping PO - Postal Affairs TEL - Telecommunications TR - Transportation (General) SP - Space & Astronautics HLTH - Health & Medical Care <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		JOB NO NC-174-80-2	PAGE OF 3 3
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 & 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>	NC-174-190 Item 2a(2)	
	<p>b. Records of all other consular posts subjectively classified under the following primary subjects:</p> <p>All primary subjects EXCEPT: ORG - Organization & 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 2b(2)	