

REQUEST FOR RECORDS DISPOSITION 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

U. S. Mission to the United Nations

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Alice L. Harris

5. TEL EXT

632-8806

LEAVE BLANK	
JOB NO	NCL-84-80-6
DATE RECEIVED	3-4-80
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	3-28-80
Archivist of the United States	<i>James E. [Signature]</i>

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 3/28/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Fosse</i>	E. TITLE Chief, Records Management Staff
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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>Public Inquiries and Requests for Information.</p> <p>Includes crank and begging letters, requests for information and replies thereto, popular comment correspondence, requests for publications, etc.</p> <p>Destroy when 6 months old.</p> <p>Refs: RMH(B) Item 13104 GRS 14, Item 3</p> <p>Justification for authority to supersede GRS 14: This file is often referred to in responding to questions on issues involving the United Nations. In order to service these requests, and to be able to provide a sample collection of the correspondence of a particular U.N. Ambassador, which is increasingly requested by outgoing ambassadors, it is preferred that a six-month accumulation of these records be kept.</p> <p>Note: This file is maintained in the USUN Public Affairs Office. A similar file (Ref RMH(B) Item 13208; NN-173-126, Item 11) is kept in the Reference and Research Section, and the retention period for this file</p>	<p>NN-173-126, item 2</p> <p>RMH(B) 13104</p> <p>GRS 14/3</p> <p>(Donation)</p>	<p>2 items</p>

*Copy to agency
Closed 4-2-80*

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
2. <i>Amended Per Tolson W. McNamee 10/28/80 D/S</i>	<p>will be reduced to 3 months to conform with GRS 14.</p> <p>Service Record Cards on all USUN employees, both Foreign Service and Civil Service, transferred or separated after 1947. Retain in the USUN Personnel Office until no longer needed for reference use, or 3 years after separation or transfer of employee, whichever is longer.</p> <p>Refs: RMH(B) Item 13505 GRS 1, item 2b</p> <p>Present accumulation: approx. 1 cubic foot</p> <p>Justification for authority to supersede GRS 1: This is the only complete record of all USUN employees. The USUN Personnel Office stated "We would be in difficulty without it as it is a constant reference source. In fact, the Department has benefited from these cards in securing needed information for their use."</p>	<p>RMH(B) 13505</p> <p>GRS 1/2b <i>Deviation</i></p>	