



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-475-89-1
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	12/01/87
2. MAJOR SUBDIVISION American Institute in Taiwan		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION AIT		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5. TELEPHONE EXT. 647-6023	DATE 12/2/87	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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 10/03/88	C. SIGNATURE OF AGENCY REPRESENTATIVE Kathleen M. Lannon 	D. TITLE Records Management Staff, Chief
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>American Institute In Taiwan (AIT)</u></p> <p>This chapter provides disposition instructions for those records which are unique to the American Institute in Taiwan (AIT). AIT Records are the same type as maintained at Foreign Service Posts. Disposition instructions for such records are provided for in chapters of this appendix; however, a few items have been repeated here for convenience.</p> <p>The "Taiwan Relations Act" (Public Law 96-8, April 10, 1979) authorizes the continuation of commercial, cultural relations between the people of the United States and the people on Taiwan.</p> <p><u>General Subject Files</u></p> <p>Consist of airgrams, telegrams, general correspondence, memoranda, reports, memorandum of conversations, agreements and other related documents that cover political, commercial, economic, military,</p>		

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2.	<p>commerical relations between the U.S. Government and Taiwan.</p> <p>Subject files may be created by the offices of the Chairman of the Board, the Commerical Officer, the Military/Political Officer, or other officials of the AIT headquarters in Rosslyn, Virginia.</p> <p>Permanent. Transfer to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to National Archives in 5 year blocks when 30 years old.</p> <p><u>Office Administrative Files</u></p> <p>Consist of correspondence, reports and other documentation accumulated incident to budget, personnel, general services and other administrative activities.</p> <p>Destroy when 3 years old.</p>		
3.	<p><u>Official Personnel Files</u></p> <p>See Appendix B, Chapter 7, Items No. 07001-07011.</p> <p>Volume: 32 cubic feet Annual Accumulation: 8 cubic feet</p>		