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
   AIT Taiwan

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Willie Gee

5. TELEPHONE EXT.
   647-6023

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 1 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
   10/21/88

C. SIGNATURE OF AGENCY REPRESENTATIVE
   Kathleen M. Lannon

D. TITLE
   Records Management Staff, Chief

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   AIT Agreement Subject Files

   Consist of contracts, agreements, memoranda, reports, and related materials which document the background and history of the AIT and which are maintained on a continuing basis at the AIT main office in Rosslyn, Virginia, for administrative uses.

   Permanent. Transfer to WNRC when no longer needed. Transfer to National Archives when 30 years old.