

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*NR*

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

General Services Offices

4 NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL EXT

x28806

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.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/13/77	<i>William F. Farrell</i> William F. Farrell	Chief, Records Management Staff

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Importation and sale of personal automobiles and other personal property abroad.</p> <p>Correspondence and forms regarding the sale of privately owned vehicles and other personal property, includes description of property, sale information, etc.</p> <p>DESTROY <del>7</del> <sup>10</sup> YEARS AFTER DEPARTURE OF EMPLOYEE FROM POST.</p>		

115-107

*Sent to agency & NNF - 5/18/78*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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JOB NO	NC1 84 78 3
DATE RECEIVED	28 MAR 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-17-78 Date	<i>James B. Rhoads</i> Archivist of the United States