

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES <i>(See Instructions on reverse)</i>				LEAVE BLANK		RG														
UNIT		DATE RECEIVED		UNIT		DATE RECEIVED														
						2-5-86														
JOB NUMBER N3-40-86-1				JOB NUMBER N3-40-86-3																
1 TYPE OF ACTION		2 TO		3 UNIT THAT CREATED THE RECORDS																
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS		<input type="checkbox"/> A. RECORDS DISPOSITION DIVISION MAILING ADDRESS GENERAL SERVICES ADMINISTRATION (NCD) WASHINGTON, DC 20408		A AGENCY OR ESTABLISHMENT U.S. Department of Commerce																
<input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS		<input checked="" type="checkbox"/> B. NATIONAL ARCHIVES MAILING ADDRESS GENERAL SERVICES ADMINISTRATION (NNB) WASHINGTON, DC 20408		B MAJOR SUBDIVISION Under Secretary for Economic Affairs																
		<input type="checkbox"/> C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION		C MINOR SUBDIVISION																
				D NAME OF UNIT																
				E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS Virginia R. Marketti																
				F TELEPHONE (Include area code) 377-3523																
4 CURRENT LOCATION OF RECORDS		<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) HCHB Room 4848				C REQUESTED TRANSFER DATE														
		<input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)																		
5 RECORDS DATA																				
A DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC. Continue on separate sheet of paper, if necessary)																				
1) Telephone Message Books - September 1981 thru September 30, 1985 2) Appointment Books for the following Under Secretaries:																				
<input type="checkbox"/> SF 135 ATTACHED																				
<input type="checkbox"/> SEPARATE SHEET(S) ATTACHED																				
Hon. Robert G. Dederick - January 1982 thru September 1983 Hon. Sidney L. Jones - October 1983 thru October 1985																				
B EST. VOLUME		C ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)		D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and and cite statute or FOI exemption that authorizes such restrictions)																
cu. ft cu. mtr		no		none																
.5																				
E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.				F AGENCY REMARKS																
General Records Schedule 23, Item 2																				
6 STATEMENT OF AGENCY REPRESENTATIVE																				
The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.																				
A. SIGNATURE OF AGENCY REPRESENTATIVE		B. TITLE		C. MAILING ADDRESS		D. DATE														
<i>James J. Rooney</i>		Dept. Records/Forms Mgmt. Officer		U.S. Dept. of Commerce Main Commerce Bldg. - Rm. 6627		1/10/85														
7 ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION																				
A. ACTION		B NARS CONCURRENCES					C. FOR NARS USE ONLY													
<input type="checkbox"/> APPROVED <input checked="" type="checkbox"/> DISAPPROVED		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>INITIALS</th> <th>UNIT</th> <th>DATE</th> <th>INITIALS</th> <th>UNIT</th> <th>DATE</th> </tr> <tr> <td><i>JS</i></td> <td><i>MNF</i></td> <td><i>7-22-86</i></td> <td></td> <td></td> <td></td> </tr> </table>					INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	<i>JS</i>	<i>MNF</i>	<i>7-22-86</i>					
INITIALS	UNIT	DATE	INITIALS	UNIT	DATE															
<i>JS</i>	<i>MNF</i>	<i>7-22-86</i>																		
D. NARS REMARKS REGARDING DISPOSITION/SHIPPING																				
These records do not have sufficient value to warrant retention by the National Archives. They are eligible for disposal when 6 years old under General Records Schedule 23, Item 2a(2).																				
E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE				F. TITLE		G. DATE														
<i>June Neal</i>				Director, Records Appraisal and Disposition Division		7/25/86														
8. RECORDS RECEIVED NARS DEPOSITORY		A. DATE		B. SIGNATURE		C. TITLE														

APPRAISAL REPORT ON OFFER OF RECORDS

NUMBER OF SERIES
2

JOB NUMBER
N3-40-86-3

SECTION I - GENERAL DESCRIPTION

Commerce Department, Office of the Under Secretary for Foreign Affairs

Item 1. Telephone Message Books - September 1981 - September 30, 1985

Item 2. Appointment Books for the Following Under Secretaries.

Hon. Robert G. Dederick - January 1982 thru September 1983

Hon. Sidney L. Jones - October 1983 thru October 1985

SECTION II - ACTION TAKEN

(See attachments for evaluation and description of individual series)

☐ 1 APPROVED FOR TRANSFER TO THE NATIONAL ARCHIVES The records offered for transfer, except those that may be cited in block 2 of this section, have sufficient historical or other research value to warrant transfer to the National Archives of the United States

☐ a. DIRECT OFFER The series listed below have not been previously approved for transfer to the National Archives

☐ b. SCHEDULED OFFER The series listed below have been approved for transfer to the National Archives by disposition schedules cited in the attached evaluation

☐ c. ACCRETION As shown in the attached evaluation, the series listed below are extensions of series already accessioned into the National Archives

☒ 2 RECOMMENDED FOR DISPOSAL The records or nonrecord material cited below in blocks a and/or b are recommended for disposal because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

☐ a. DISPOSAL AUTHORITY NEEDED The agency will be asked to submit a Standard Form 115 requesting authority to dispose of the series listed below

☒ b. AUTHORIZED FOR DISPOSAL The series listed below are already authorized for disposal under authorities cited in the attached evaluation
Items 1, and 2 (GRS 23, disposable under Item 2 a (2))

SECTION III - RECOMMENDATION/APPRAISAL

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Michael J. Miller</i> FOR JOHN ROBERTS	07/17/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Benjamin F. Rossman</i>	7/21/86
CONCURRENCES	Director, NNF	<i>Daniel T. Dugg</i>	7-22-86