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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | N1-59-94-16 |
| 1. FROM (Agency or establishment) Department of State | | DATE RECEIVED | 1/25/94 |
| 2. MAJOR SUBDIVISION Bureau of Intelligence and Research | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| Pat Magin | 647-6021 | 7-1-94 | <i>Christy Gushamp Peters</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE | |
| 1/11/94 | <i>Kenneth F. Rossman</i> | Kenneth F. Rossman Records Officer | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | Chronological Files Record copies of outgoing correspondence, papers, reports, etc. drafted by offices in the Bureau of Intelligence and Research and arranged chronologically. This information is not located in the Program files of the office. Permanent. Block annually. Retire to RSC between 3 and 5 years depending upon the requirements of the office. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old. | | |
| <i>Copies sent agency, NN-W, NNT, NCF, NIA 1/13/94</i> | | | |