

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**U.S. Department of State**

2. MAJOR SUBDIVISION  
**Bureau of Administration**

3. MINOR SUBDIVISION  
**Office of the Procurement Executive (A/OPE)**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Victoria A. Coffineau**

5. TELEPHONE  
**202-647-6022**

**LEAVE BLANK (NARA use only)**

JOB NUMBER **NF-89-9440**

DATE RECEIVED **6/7/94**

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **6/7/94** ARCHIVIST OF THE UNITED STATES  
**- WITHDRAWN -**

**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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|                       |  |  |
|-----------------------|--|--|
| DATE<br><b>6/1/94</b> | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Kenneth F. Rosner</i> | TITLE<br><b>Records Officer<br/>U.S. Department of State</b> |
|-----------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1.          | <p><u>ROUTINE PROCUREMENT FILES</u> (Department-wide)</p> <p>Contract, requisition, purchase order, lease, and bond and surety records including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(2) Transactions of \$25,000 or less and construction contracts under \$2,000.</p> <p>DISPOSITION: Destroy 1 year after final payment.</p> | GRS 3, Item 3a(2)                 | WITHDRAWN                        |