

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*RG 59*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>DEC 9 1975</b>	JOB NO. <b>NC1-59-76-b</b>
NOTIFICATION TO AGENCY	
<p>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 "with-drawn" in column 10.</p>	
Date	<i>Archivist of the United States</i>

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State

2. MAJOR SUBDIVISION  
Foreign Affairs Document & Reference Center

3. MINOR SUBDIVISION  
Retrieval Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Lawrence T. Springer

5. TEL. EXT.  
632-8806

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.

4 December, 1975 *William F. Farrell, Jr.* Chief, Records Management Staff  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Working Papers for Freedom of Information Cases (FOI)</p> <p>Correspondence with individuals in the nature of requests and replies to requests, handwritten notes, and other papers of a background nature on completed FOI requests. Blocked yearly and filed alphabetically by requestor's name</p> <p>DESTROY WHEN THREE YEARS OLD</p>		<b>WITHDRAWN</b>

*Copy to Agency 5-1976*