

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Public Affairs PA/MS

3. MINOR SUBDIVISION

Media Services

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>7 FEB 1977</b>	JOB NO.
<b>NCA-59-77-19</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>2-24-77</b>	<i>James B. Rhoads</i>
Date	Archivist of the United States

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/2/77 (Date) *William F. Farrell* (Signature of Agency Representative) Chief, Records Management Staff (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Project files for publications</p> <p>Informational services project case files, mailing lists, general publications, pamphlets, articles and other office project files. <del>(1952-79)</del> <i>1952-77</i></p> <p>Destroy one year after close of fiscal year in which compiled.</p>	<b>ERS 146</b>	

*sent to agency and NCW-2/28/77 JP*

*1 item*