

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

LEAVE BLANK	
JOB NO	NC1 59 77 28
DATE RECEIVED	2 JUN 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
AUG 4 1977	<i>James B. Rhoads</i> Date Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State

2. MAJOR SUBDIVISION  
Supply and Transportation Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Louis Day

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5/31/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Through Bill of Lading Files  Residence to residence bills of lading, OM's to posts requesting shipping costs, letters to carriers requesting rate quotations for different posts, inbound and outbound cost comparisons, and letters to carriers and other correspondence expressing eligibility or non-eligibility for through bill of lading.  DESTROY WHEN 5 YEARS OLD		
2.	Subject Files on Contracts  Correspondence, memoranda and other papers on liquidation, permanent storage, export packing, and <del>other records of a policy nature</del> , <i>other aspects of the shipment and storage of household and personal effects.</i> <del>PERMANENT RETENTION. Retire when 10 years old to Records Service Service Center (FADRC/RSC), OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD DESTROY WHEN 5 YEARS OLD.</del>		
3.	<del>General Transportation Subject files</del>  <del>a. Historical or Policy and Precedent files.</del>		

*7-14-77*

*Sent to agency. NNF - 8/5/77*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Transportation Subject files</p> <p>a. Historical or Precedent files.</p> <p>Correspondence, memoranda, and other papers which document the inception, development, scope, and policies of the transportation program for the Foreign Service (Files are presently arranged chronologically by calendar year and thereunder by subject. Average accumulation is about 6 inches per year.).</p> <p>PERMANENT RETENTION. Retire to RSC when five years old or no longer needed for reference use, whichever comes first. OFFER TO THE NATIONAL ARCHIVES WHEN THIRTY YEARS OLD.</p> <p>b. All other subject files</p> <p>DESTROY WHEN 3 YEARS OLD</p> <p>c. Chron Files</p> <p>DESTROY WHEN 2 YEARS OLD</p>		
4.	<p>Transportation Staff Studies</p> <p>Consist of ocean freight rates, per diem, charter aircraft, modes of shipping, cost study of geographic areas and airfreight rates.</p> <p>DESTROY WHEN OBSOLETE OR 2 YEARS OLD, WHICHEVER COMES FIRST</p>		

*Handwritten:* D and 7-11-77

*Handwritten:* D and 7-14-77