

Rev NCO 25 FV 80 14

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-59-80-13
DATE RECEIVED	2-25-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
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
Under Secretary for Management

3. MINOR SUBDIVISION
Office of the Comptroller

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2/21/80	<i>William F. Powell</i>	Chief, Records Management Staff (FADRC/RM)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Budget Policy and Procedure File General correspondence and records which document the Department of State budget policies and procedures and the development, establishment and execution of budget plans, programs and procedures. PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 20 YEARS OLD. Current Volume: 15 cu. ft. Annual Accumulation: 3 Arrangement: Subject	NN-173-75 Item 1	WITHDRAWN
2.	Department of State Annual Budget Includes OMB submission, revisions, congressional submissions, hearings, etc. Record Set: PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 20 YEARS OLD. Current Volume: 165 cu. ft. Annual Accumulation: 10 cu. ft. Arrangement: Numerically	NN-173-75 Item 4A	WITHDRAWN <i>3 items</i>

115-107
*copy for agency. RA
7/24/81*

Closed Out as withdrawn: 4-8-81: K.T.D.



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Budget and Funds Management Directives</p> <p>Consists of numbered memorandums providing detailed instructions and procedures in connection with the preparation of the Department's budget, its execution, and related OMB directives.</p> <p>Record Set: PERMANENT: OFFER TO NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p> <p>Volume: 8 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical</p>	NN-173-75 Item 5a	WITHDRAWN