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

LEAVE BLANK	
JOB NO	N01-59-80-114
DATE RECEIVED	March 3, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	5-12-80
Signature	James P. Cheil
Acting 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  
Office of the Comptroller

3. MINOR SUBDIVISION  
Financial Operations

4. NAME OF PERSON WITH WHOM TO CONFER  
Alice L. Harris

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
2/22/80		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.	<u>Accountable Officers Records</u> Accountable Officers Correspondence Files: a. Post files regarding designations of disbursing and certifying officers and agent cashiers. DESTROY 2 YEARS AFTER CANCELLATION OF DESIGNATION. b. Treasury Department correspondence regarding cancellation of designations. DESTROY 2 YEARS AFTER CANCELLATION OF DESIGNATION. REF: RMH App. A, Item 050601	NN-170-72, item 38 RMH (A) 050601a	
2.	Signature Card File (DS-1088a). DESTROY UPON SEPARATION OF EMPLOYEE REF: RMH App. A, Item 050603	NN 170-72, item 40 RMH (A) 050603	

7 June

Copy to agency

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>Personnel Surety Bond File</p> <p>Consisting of Bonds, correspondence with and annual reports to the Treasury department regarding blanket surety bonds.</p> <p>DESTROY WHEN ALL CLAIMS ARE SETTLED</p> <p>REF: RMH App. A, Item 050604 GRS 6, item 6.</p> <p>NOTE: The State Department has only two surety bonds on which claims are still outstanding. It is anticipated that these will be resolved in a few years, at which time this item can be eliminated.</p>	<p>NN 170-72, item 41</p> <p><i>RMH(A)</i> <i>050604</i> <i>9</i> <i>GRS 6/6</i></p>	<p>WITHDRAWN</p>
4.	<p>Official List of Authorized Certifying Officers and Facsimile Signatures.</p> <p>DESTROY WHEN REPLACED BY A NEW LIST, EXCEPT FOR ONE COPY WHICH IS KEPT FOR ONE YEAR AND THEN DESTROYED.</p> <p>REF: RMH App. A, Item 050606</p>	<p>NN 170-72, item 43</p> <p><i>RMH(A)</i> <i>050606</i></p>	
5.	<p>Check Signing Machine Files.</p> <p>Correspondence and related papers regarding check signing machines.</p> <p>DESTROY AFTER USE OF MACHINE IS DISCONTINUED.</p> <p>REF: RMH App. A, Item 050609</p>	<p>NN 170-72, Item 46</p> <p><i>050609</i> <i>976</i></p>	
6.	<p>Check Order File</p> <p>DESTROY WHEN THREE YEARS OLD.</p> <p>REF: RMH App. A, Item 050610</p>	<p>NN 170-72 item 47</p> <p><i>050610</i></p>	