

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

LEAVE BLANK	
JOB NO	<i>NC 1-59-81-4</i>
DATE RECEIVED	<i>Revision 12-2-81</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>1-17-84</i> Date	<i>[Signature]</i> 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

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 <i>12-2-81</i>	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.	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.  DESTROY WHEN 10 YEARS OLD	NN/73-75 item <i>RAH(A)</i> <i>051601</i>	1
2.	Department of State Annual Budget Includes OMB submission, revisions, congressional submission, hearings, etc. <i>See page 2 for disposition instructions.</i> <del>Record set: PERMANENT OFFER TO NATIONAL ARCHIVES WHEN 20 YEARS OLD</del>  Current volume 165 cu. ft. Annual accumulation 10 cu. ft. Arrangement numerical	NN-173-75, item 4A <i>RAH(A)</i> <i>051604A</i>	

*5 items*

*MASS DATA CHANGE SHEET ATTACHED*  
*NCW, NNF, NNB & Agency sent 1-27-84 by DMW.*

**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.	Budget and Funds Management Directives 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  Record set: DESTROY WHEN 10 YEARS OLD.	NN 173-75 item 5a <b>RAM(A)</b> <b>051605A</b>	
4.	Central Control File - OMB Issuances Control files for Office of Management and Budget issuances showing action responsibility with related Funds Management Memorandums.  DESTROY WHEN 5 YEARS OLD.	NN 173- 75; item 7 <b>RAM(A)</b> <b>051607</b>	
2 (cont.)	DOS Annual Budget <ul style="list-style-type: none"> <li>a. Budget statements (estimates and justifications) and correspondence, memoranda, and supporting data documenting the Department's liaison with the Congress and the Office of Management and Budget on budgetary matters.                PERMANENT. Transfer to WNRC when 5 years old. Offer to NARS when 30 years old in 5 year blocks.  <b>(vol. = 65 cu ft. About 2 cu ft/yr.)</b></li> <li>b. Legislative history files consisting of copies of bills, acts of Congress, hearings, and other reference materials.                DESTROY in agency when no longer needed.</li> </ul>		

*Revised per  
 telcon with  
 Paul Murphy, FADRC,  
 Jan. 70, 1989.  
 D. Klein*

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

*Rec'd NCD 12 Feb 1981*

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**

5. TEL EXT  
**632-8806**

LEAVE BLANK	
JOB NO	<b>NCI-59-81-4</b>
DATE RECEIVED	<b>February 12, 1981</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	
<i>See</i>	<i>Revision</i>
Date	Archivist of the United States

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>3/19/81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William T. Farrell</i>	E. TITLE <b>Chief, Records Management Staff</b>
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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.	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.  DESTROY WHEN 25 YEARS OLD	NN/73-75 item 1 <b>RMH(A)</b> <b>051601</b>	
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 numerical	NN-173-75, item 4A <b>RMH(A)</b> <b>051604</b>	

*Revised*