

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NCI-59-84-7</i>	
DATE RECEIVED	
<i>9-27-84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>8-12-85</i> Date	<i>Frank A. Bandy</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
Bureau for Communications

3 MINOR SUBDIVISION
Office of Communications/Interagency Affairs

4 NAME OF PERSON WITH WHOM TO CONFER

Patricia R. Magin

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>9/7/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Stuart Murphy, Jr.</i>	E TITLE Acting 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	National Communications Systems (NCS) Liaison Files - Emergency Plan Files Includes NCS reports on continuity of operations plan, emergency use of ERDA, NCS circulars and annual reports, telegrams, meeting files, and correspondence pertaining to State Department liaison with NCS in emergency planning for telecommunications operations. Block annually, retire when 5 years old, destroy when 10 years old.		
2	General Subject Files These are general files on communications liaison functions including matters pertaining to interagency working groups, (e.g. Emergency Communications Working Group, Emergency Mobilization Preparedness Board), conferences, etc. Contains background material on communications liaison and emergency planning matters. It consists of copies of pertinent legislation, agreements with other agencies, telegrams, general		

2 items

115-107 *Copy to Agency & NNF*
14 Aug 85

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
	<p>correspondence, reports, minutes of meetings pertaining to interagency functions.</p> <p>Block annually, retire when 5 years old, destroy when 10 years old.</p>		