

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK <i>RG 59</i>	
DATE RECEIVED <b>FEB 5 1978</b>	JOB NO. <b>NN-273-139</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 "with-drawn" in column 10.	
<i>2-14-73</i> Date	<i>James B Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of State**

2. MAJOR SUBDIVISION  
**Office of Budget & Finance**

3. MINOR SUBDIVISION  
**Fiscal Services Division**

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

5. TEL. EXT.  
**28806**

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

*1/31/73* (Date)      *Donald J. Simon* (Signature of Agency Representative)      **Donald J. Simon, Chief RS** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>International Travel File</b></p> <p>Includes copies of authorization, all liquidation documents, and related documents &amp; reports.</p> <p>Destroy when 10 years old except where a regular audit has not been completed or an exception has been taken and not settled.</p>	<p><b>NN-170 -72, Item 53</b></p> <p><i>4 FY's</i></p>	

*TO: NAF 8 Feb 73  
Ret w/o objection 13 Feb 73*

*1 item*