

For use of National Archives	
Job No.	<u>346-S283</u>
Date received	<u>March 25, 1946</u>
Assignment No.	<u>SD46-37</u>
Date completed	<u>May 1, 1946</u>
Appraiser	<u>Almon R. Wright</u> (signature)

Department of State  
 (Agency)

Office of Foreign Service  
 (Major subdivision or class of subdivisions)

Division of Foreign Service Administration  
 (Minor subdivision or class of subdivisions)

SCHEDULE OF RECORDS proposing the disposal, after the lapse of the period of time specified in each instance, of all or certain included items of records, of the form or character specified, as being records that have accumulated in the custody of the agency named above or that may accumulate therein at any time after the submission of this schedule and that apparently will not after the lapse of the period specified in each instance have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government. Submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public 115, 78th Cong.) and regulations promulgated by the National Archives Council pursuant to that act:

(Signed) E. Wilder Spaulding Date: March 22, 1946  
 Representing the head of the agency named above  
 E. Wilder Spaulding

(Title) Chief, Division of Research and Publication  
and Liaison Officer with the National Archives

Location of accumulated records. All Foreign Service posts of the United States.

Name and title of person in charge: Local Foreign Service officers.

Item No.	Sample submitted herewith (or date)	File or form numbers; title and description	Do not use this space
		Period of time to be retained; kind of copies	
1		<u>File No.</u> 000 (a) Crank letters. (b) Correspondence regarding mail and telegrams sent in care of diplomatic and consular offices. (c) Correspondence concerning the transmission and certification of invoices. (d) Begging letters; requests for postage stamps. (e) Correspondence not of a scientific character regarding forwarding of material and supplies for officials of other offices of the United States Government. (f) Letters requesting blank forms.	N1 N3 N3 N2 N3 N3

Item No.	Information on each item as called for by the basic form being used	Do not use this space
1	<p><u>File No.</u></p> <p>000 (g) Invitations to official functions, cultural events, etc. To be retained for two years. Sole record copies.</p>	N3
2	<p>010 Letters of introduction; requests for names of American or foreign diplomatic or consular officers; inquiries concerning employment with U.S. Government; recommendations of unsuccessful applicants for U.S. Government positions. Two years. Sole record copies.</p>	N3
3	<p>020 (a) Ephemeral publications of a commercial nature.</p> <p>(b) All letters regarding commercial pamphlets, commercial magazines and other publications; correspondence about U.S. and foreign government publications; requests for names and addresses of U.S. publications.</p> <p>(c) Panama Canal Regulations.</p> <p>(d) Correspondence on submission of publications to the Department, the Library of Congress, and other branches of the U.S. Government.</p> <p>(e) Outdated pamphlets, circulars and publications from offices of the U.S. Government other than the Department of State.</p> <p>(f) Requests for pamphlets and other literature available for distribution abroad. Two years. Sole record copies.</p>	<p>N4</p> <p>N3</p> <p>N4</p> <p>N3</p> <p>N4</p> <p>N3</p>
4	<p>030 Correspondence--not of a scientific, political, or historical nature--concerning visits, expeditions and tours. Two years. Sole record copies.</p>	N3
5	<p>050 Notices of closing dates for pouch mail; letters and memoranda concerning pouch equipment; obsolete rules governing use of pouches; lists of contents of envelopes and pouches to the Department and to subordinate offices. Two years. Sole record copies.</p>	N3

Item No.	Information on each item as called for by the basic form being used		Do not use this space
	<u>File No.</u>		
6	103	Copies of correspondence between Coordination Committees and main office in Washington; copies of correspondence between Coordination Committees and Regional Committees; copies of correspondence between Institute of Inter-American Affairs offices and main office in Washington. Two years. Duplicate record copies (principal set of correspondence to be retained in the files of the central committee or office).	N5
7	103.9992	Letters transmitting checks of the Veterans Bureau. Two years. Sole record copies.	N3
8	120	Memoranda transmitting Foreign Service Regulations. Two years. Sole record copies.	N3
9	124.2) 125.2)	Correspondence regarding supplies. Two years. Sole record copies. Correspondence regarding furniture and office equipment. Three years. Sole record copies.	N3
10	124.5) 125.5)	<del>Letters transmitting</del> <del>Correspondence regarding</del> accounts. <i>DMS</i> Two years. Sole record copies.	N3
11	125	Mimeographed instructions from supervisory consulates general. Five years. Sole record copies.	N4
12	130	Routine correspondence regarding the renewal of United States passports; letters requesting renewals of registration. Five years. Sole record copies.	N3
13	610	<i>of a date later than 1924</i> Despatches, concerning trade and economic work not involving questions of policy. Five years. Sole record copies. <i>DMS</i>	N6
14	610.1	Outdated trade lists. Five years. Sole record copies.	N6
Item 15			

Item No.	Information on each item as called for by the basic form being used		Do not use this space
	<u>File No.</u>		
15	610.1 ) 861-869)	Routine trade letters; trade opportunities; routine trade reports on credit and collections. Five years. Sole record copies.	N6
16	620	Customs inquiries. Five years. Sole record copies.	N3
17	811.1	Routine correspondence regarding visas. Five years. Sole record copies.	N3
18	841.5	Routine correspondence on commemorative celebrations and exhibitions. Two years. Sole record copies.	N3
19	845	Congratulatory letters of no more than passing interest. Two years. Sole record copies.	N3
20	851	Treasury Department circulars. Two years. Sole record copies.	N4
	<p><u>Note:</u> The above correspondence is <u>not</u> to be bound by the posts.</p>		