

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1 FROM (Agency or establishment) Department of State 2 MAJOR SUBDIVISION All Foreign Service Posts 3 MINOR SUBDIVISION General Services Offices 4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin 5 TELEPHONE 647-6021		JOB NUMBER <i>NI-84-93-13</i>	
		DATE RECEIVED <i>7-13-93</i>	
		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 <i>acting</i> DATE <i>2-8-94</i> ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Petersen</i>	

<b>6 AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.		
DATE <i>6/15/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Utility Bills  Paid utility bills for U.S. owned or leased buildings and residences.  Destroy 3 years after payment. Longer retention authorized when required by local law.		
<i>Copies Sent To Agency 2/22/94</i>			