

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State
2. MAJOR SUBDIVISION
All Foreign Service Posts
3. MINOR SUBDIVISION

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

5. TEL. EXT.
632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 28 1974 NC	JOB NO. 174-190
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-10-74 Date	James B. Rhoads Archivist of the United States

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

3/25/74
(Date)

Donald J. Simon
(Signature of Agency Representative)

Donald J. Simon
Director, O/FADRC

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This schedule pertains to all Foreign Service posts records 1963-to date, <u>excluding</u> the records of the U.S. Mission to the United Nations, filed in accordance with the classification scheme prescribed in the Records Classification Handbook. This schedule amends Disposal Job NN-172-151 and retention plan NN-470-6.</p> <p>Diplomatic Post (U.S. Embassies, Missions and Legations) Central Subject or officially decentralized files.</p> <p>a. Records of U.S. Diplomatic posts at Sofia, Prague, Budapest, Warsaw, Bucharest, Moscow, Belgrade, Cairo, Damascus, Baghdad, Peking and Taipei.</p> <p>(1) Subjectively classified under the following primary subjects and not scheduled for disposal in the Records Management Handbook, Appendix B:</p> <p>ORG - Organization and Administration BG - Buildings and Grounds AV - Aviation (Civil) E - Economic Affairs (General) ECIN - Economic Integration FN - Finance FT - Foreign Trade LAB - Labor and Manpower PET - Petroleum STR - Strategic Trade Control TP - Trade Promotion and Assistance CSM - Communism</p>	NN-172-151	

2 items

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>DEF - Defense Affairs INT - Intelligence POL - Political Affairs and Relations REF - Refugees and Migration SOC - Social Conditions AE - Atomic Energy SCI - Science and Technology</p> <p>Permanent - Transfer to FRC after 4 years offer to National Archives when 30 years old.</p> <p>(2) All other subject classifications</p> <p>Destroy when 3 years old except where a longer retention period is specified in the Records Management Handbook Appendix B.</p> <p>b. Records of all other diplomatic posts. (1) Subjectively classified under the following primary subjects and not scheduled for disposal in the Records Management Handbook, Appendix B: ORG - Organization and Administration AV - Aviation (Civil) E - Economic Affairs (General) FN - Finance <i>Economic Integration P.R. 10 April 1974</i> FT - Foreign Trade LAB - Labor and Manpower PET - Petroleum STR - Strategic Trade Control TP - Trade Promotion & Assistance CSM - Communism DEF - Defense Affairs INT - Intelligence POL - Political Affairs & Relations AE - Atomic Energy SCI - Science & Technology REF - Refugees & Migration SOC - Social Conditions</p> <p>Transfer to Federal Records Center after 4 years; offer to National Archives when 30 years old.</p> <p>(2) All other subject classifications</p> <p>Destroy at post when 3 years old except where a longer retention period has been specified in Records Management Handbook, Appendix B.</p>		

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2	<p>Consular Post Records (Records of Consulates General and Consulates)</p> <p>a. Records of the U.S. Consular posts at Amsterdam, Belfast, Bombay, Calcutta, Capetown, Dacca, Frankfurt, Istanbul, Hong Kong, Jerusalem, Karachi, Liverpool, Melbourne, Naples, Rio de Janeiro, Rotterdam, Sydney and Tangier.</p> <p>(1) Subjectively Classified under the following primary subjects and not scheduled for disposal in the Records Management Handbook, Appendix B:</p> <p>ORG - Organization & Administration AV - Aviation (Civil) E - Economic Affairs (General) ECIN - Economic Integration FN - Finance FT - Foreign Trade LAB - Labor and Manpower PET - Petroleum STR - Strategic Trade Control TP - Trade Promotion and Assistance CSM - Communism DEF - Defense Affairs INT - Intelligence POL - Political Affairs and Relations AE - Atomic Energy SCI - Science and Technology REF - Refugees and Migration SOC - Social Conditions</p> <p>Transfer to FRC after 4 years. Offer to National Archives when 30 years old.</p> <p>(2) All other subject classifications</p> <p>Destroy at post when 3 years old except where longer retention standard has been specified in the Records Management Handbook, Appendix B.</p> <p>b. Records of all other Consular Posts</p> <p>(1) Subjectively classified under the primary subject ORG - Organization & Administration</p>		

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	<p>Retire to RSC when 4 years old; offer to National Archives when 30 years old.</p> <p>(2) All other subject classifications.</p> <p>Destroy at Post when 3 years old except where a longer retention standard has been specified in the Records Management Handbook, Appendix B.</p>		