

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG 84</i>	
DATE RECEIVED JAN 15 1973	JOB NO. 173-126
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.	
5. TEL. EXT. <i>Cde. 101</i> Ext. 22730	<i>2-12-73</i> Date
<i>James B. Road</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
U.S. Mission to the United Nations
3. MINOR SUBDIVISION

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

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 ~~10~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

January 9, 1973
(Date)

Ronald Jensen
(Signature of Agency Representative)

Chief, Records Services Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>GENERAL</u></p> <p><u>Office Administration Files</u></p> <p>Consists of correspondence and other documents pertaining to the "running of the Office" and concerning matters for which other offices have primary responsibility.</p> <p>Destroy when 2 years old</p>		
2	<p><u>Public Inquiries and requests for Information</u></p> <p>Includes crank and begging letters, requests for information and replies thereto, popular comment correspondence, requests for publications, etc.</p> <p>Destroy when 6 months old</p>		
3	<p><u>Chronological Files</u></p> <p>Extra copies of incoming and outgoing communications arranged by date.</p> <p>Destroy when 1 year old</p>		

36 items

*To NNF 19 Jan 73
Ret 23 Jan 73 See memo.*

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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
	<u>REFERENCE AND RESEARCH RECORDS</u>		
4	<u>USUN Central Subject Files.</u> Official copies of those records which document the substantive functions of the Mission, includes all records which establish, discuss or define foreign policy. Retire inactive files to Federal Records Center (FRC) New York, New York		
5	<u>UN Letter File (1946-1964)</u> Correspondence between U.S.U.N. and the UN and related correspondence with the Department and foreign service posts. Retire inactive files to FRC New York, New York		
6	<u>U.N. Letter File (1964-Present)</u> These files do not include substantive letters which have been filed in the Central Subject File since 1964. a. Notifications from U.N. of accessions to and ratifications of treaties. Destroy when 2 years old b. Notifications from U.S. registering international agreements with the U.N. Destroy when 2 years old c. Correspondence relating to U.N. Field Missions or Peacekeeping Operations concerning questions of assignment of personnel and other logistic matters. Retire inactive files to FRC, New York, New York d. Correspondence relating to UNDP projects, project summaries, U.S. Government comments, etc. Retire inactive files to FRC, New York, New York		

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	<p style="text-align: center;"><u>REFERENCE AND RESEARCH RECORDS (cont'd.)</u></p> <p>e. All other routine correspondence with U.N. Destroy when 2 years old</p> <p>7 <u>Telegram Files (1946-1964)</u> Note: During the period from 1946-1964 telegrams were not filed in the Central Subject File.</p> <p>a. Files of telegrams to USUN arranged in chronological order. Destroy when 1 year old</p> <p>b. File of telegrams sent to USUN for information arranged by Post. Destroy when 1 year old</p> <p>c. File of telegrams sent ACTION USUN. Retire inactive files to FRC, New York, New York</p> <p>d. File of telegrams from USUN to State Department. Retire inactive files to FRC, New York, New York</p> <p>8 <u>Telegram Files (1964-Present)</u></p> <p>a. File of telegrams to USUN arranged in chronological order. Destroy when 1 year old</p> <p>b. File of telegrams sent for information to USUN, arranged by Post. Destroy when 1 year old</p> <p>c. File of telegrams sent ACTION USUN. Destroy when related block of subject files are retired to FRC, New York, New York</p>		

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	<p style="text-align: center;"><u>REFERENCE AND RESEARCH RECORDS</u> (cont'd.)</p> <p>d. File of telegrams and airgrams from USUN to State Department arranged chronologically.</p> <p style="text-align: center;">Retire inactive files to FRC, New York, New York</p> <p>9 <u>Biographic Files.</u></p> <p style="text-align: center;">If information has been provided to the Department, destroy files on deceased foreign nationals, or files to which no new information has been added for 5 years; otherwise forward to Bureau of Intelligence and Research (INR/OIL/B)</p> <p>10 <u>Speech Files</u></p> <p>Copies of speeches of officers of the Department of State and other government agencies.</p> <p style="text-align: center;">Destroy when no longer needed for reference</p> <p>11 <u>Public Correspondence</u></p> <p>Includes crank and begging letters, request for information and replies thereto, popular comment correspondence, excluding those on the basis of which investigations were made or administrative action taken.</p> <p style="text-align: center;">Destroy when 6 months old</p> <p>12 Departmental Publications, Releases, Circular Issuances, Publications of other government agencies, Legislative Publications and Documents.</p> <p style="text-align: center;">Destroy when superseded or when no longer needed in current operations</p> <p>13 Acknowledgments by other UN Missions of US requests for support on UN candidates.</p> <p style="text-align: center;">Destroy after election has taken place.</p>		

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	<u>REFERENCE AND RESEARCH RECORDS (cont'd.)</u>		
14	Acknowledgments by other UN Missions of receipt of U.S. Government publications, such as annual President's Report on US Participation in UN. Destroy when 6 months old		
15	Briefing Books for US Representatives to UN on specific questions or as background for consultations where material is duplicated elsewhere. Destroy after purpose has been served		
16	Routine requests for UN or US Government documents. Destroy when 6 months old		
	<u>INTERNATIONAL ORGANIZATION AFFAIRS RECORDS</u>		
17	<u>International Organization Affairs - General Subject File</u> Correspondence, reports and other documentation concerning operations and procedures affecting personnel of the UN and related organizations, Host country problems, and visa regulations and instructions. a. Policy & Precedent Records Retain indefinitely b. All other records Destroy when 5 years old		
18	<u>Host Country Files</u> Consisting of documentation of all aspects of problems affecting UN Secretariat and Foreign Missions to the UN other than traffic and tax problems. a. Policy & Precedent records Retain indefinitely		

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	<p style="text-align: center;"><u>INTERNATIONAL ORGANIZATION AFFAIRS RECORDS</u> (cont'd)</p> <p>b. All other records</p> <p style="padding-left: 40px;">Destroy when 5 years old</p> <p>19 <u>Host Country Tax Files</u></p> <p>Correspondence, reports and other documentation relating to the tax problems of the UN and Foreign Missions to the UN.</p> <p>a. Policy & Precedent records</p> <p style="padding-left: 40px;">Retain indefinitely</p> <p>b. All other records</p> <p style="padding-left: 40px;">Destroy when 10 years old</p> <p>20 <u>Host Country Traffic Files</u></p> <p>Correspondence, reports and other documentation on all aspects of parking and traffic problems of UN and Foreign Missions to the UN diplomatic personnel.</p> <p>a. Policy & Precedent files</p> <p style="padding-left: 40px;">Retain indefinitely</p> <p>b. All other records</p> <p style="padding-left: 40px;">Destroy when 1 year old</p> <p>21 <u>UN Applicants File</u></p> <p>Correspondence and forms regarding employment at UN Headquarters.</p> <p style="padding-left: 40px;">Destroy when 3 years old</p> <p>22 <u>Privileges and Immunities Correspondence Files</u></p> <p>Miscellaneous correspondence with Permanent Missions to the UN regarding individuals entitled to privileges and immunities.</p> <p style="padding-left: 40px;">Destroy when 3 years old</p>		

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	<u>INTERNATIONAL ORGANIZATION AFFAIRS RECORDS (Cont'd)</u>		
23	<p>Requests for Department approval of diplomatic privileges and immunities for Foreign Mission personnel.</p> <p>a. Completed Cases</p> <p style="padding-left: 40px;">Destroy when 1 year old</p> <p>b. Incomplete Problem Cases</p> <p style="padding-left: 40px;">Destroy when 3 years old</p>	NN-172-69 Item 1	
24	<p><u>UN Personnel Lists and Related Cards</u></p> <p>Lists of personnel received from the UN Protocol Section indicating changes (such as appointments, terminations and other changes affecting personnel) of personnel of Missions accredited to the UN; lists containing similar information on UN Secretariat personnel received from the UN Personnel Section. Includes related cards.</p> <p>a. Lists</p> <p style="padding-left: 40px;">Destroy when 20 years old</p> <p>b. Cards</p> <p style="padding-left: 40px;">Destroy when 20 years old</p>	NN-163-20 Item 1	
25	<p>Blue and White Lists of UN Personnel.</p> <p>a. Master List</p> <p style="padding-left: 40px;">Retain at Mission</p> <p>b. All other copies</p> <p style="padding-left: 40px;">Destroy when no longer needed for current operations..</p>	NN-163-20 Item 4	
26	<p><u>Visa Status Records</u></p> <p>Case files documenting the visa status of UN Secretariat and Foreign Mission personnel.</p>	NN-172-69 Item 2	

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	<u>INTERNATIONAL ORGANIZATION AFFAIRS RECORDS (cont'd)</u>		
	a. Files on UN Secretariat Personnel Destroy when 3 years old		
	b. Files on Mission Personnel Destroy when 3 years old		
27	<u>Extension of Stay Requests</u> Requests for extension of stay from UN Secretariat and Foreign Missions to UN including copy of transmittal letter to INS, posted to indicate length of extension. Destroy when 6 months old		
28	<u>Change of Visa Status Correspondence File</u> Correspondence regarding requests for change of status of personnel of the UN Secretariat and Foreign Mission to the UN. Destroy when 3 years old		
29	<u>Application for Customs Clearance</u> Includes related correspondence. Destroy when 1 year old	NN-172-69 Item 3	
30	<u>U.S. and Foreign Correspondents Files</u> Monthly lists of alien correspondents and case files containing application forms, transmittal forms and letters for US and foreign correspondents accredited to the UN and card record of accreditation. a. Lists Destroy when 20 years old b. Case Files and Cards Destroy 2 years after correspondent has departed		

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	<u>INTERNATIONAL ORGANIZATION AFFAIRS RECORDS (cont'd)</u>		
31	<p>Automobile Registration Records</p> <p>a. Correspondence, forms and other documentation dealing with registrations.</p> <p style="text-align: center;">Destroy when 2 years old</p> <p>b. DPL License Plate Record Cards</p> <p style="text-align: center;">Destroy when 4 years old</p> <p style="text-align: center;"><u>SECURITY RECORDS (USUN)</u></p>	<p>NN-163-20 Item 8</p>	
32	<p><u>Foreign Mission Protection Files</u></p> <p>Correspondence, Reports and other documentation concerning demonstrations, bombings and other hostile acts taken or threatened against Foreign Missions to the UN.</p> <p style="text-align: center;">Destroy when 5 years old</p>		
33	<p><u>Travel Restriction Files</u></p> <p>a. General files including reports of possible violations, copies of notes bearing on travel restrictions.</p> <p style="text-align: center;">Destroy when 10 years old</p> <p>b. <u>Travel Requests File.</u></p> <p>Requests for Authority to travel and related notes.</p> <p style="text-align: center;">Destroy when 2 years old</p>		
34	<p><u>Customs Clearance Files</u></p> <p>Request for authentication that shipments of automobiles, liquor, baggage, effects, etc. are proper for the diplomats involved.</p> <p style="text-align: center;">Destroy when 2 years old</p>		

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35	<p><u>Foreign Mission Representatives Case Files.</u></p> <p>Contains general biographic data, reports and other documentation concerning Foreign Mission personnel or groups.</p> <p>Destroy after purpose has been served</p>		
36	<p><u>Reports of Investigation</u></p> <p>DS-838, Report of Investigation, concerned primarily with verification of employment for personnel working at the UN or US Mission to the UN.</p> <p>Destroy 1 year after termination of employment</p>		

Date: February 8, 1973
From: Ronald L. Heise, NNA
Re: NN-173-126
To: Director, NNA

RH

This schedule pertains to the records of the U.S. Mission to the United Nations in New York. The Department views this Mission the same as any of our Missions overseas.

No disposition was assigned to items 4, 5, 6c, 6d, 7c, 7d and 8d because they expect NARS to develop a Retention Plan to cover the USUN records and these items need to be appraised.

Items 17a, 18a, 19a and 20a are designated for indefinite retention by the Department. Most of these appear to be permanent records, however, they may be duplicated in the Central Files.

Item 25 is retained for administrative use.

The remaining items are disposable as requested. These are mostly administrative files or duplicate files maintained for the convenience of the Mission.

JWR