

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>SAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-02-8
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/16/02
2. MAJOR SUBDIVISION Office of the Secretary		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION Office of Correspondence and Records (S/ES-CR)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER  Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE	ARCHIVIST OF THE UNITED STATES
		11-22-02	<i>John W. Paul</i>

**6. AGENCY CERTIFICATION**  
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,

is not required;       is attached; or       has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/8/2002	Margaret G. Peppe <i>Margaret G. Peppe</i>	Division Chief, A/RPS/IPS/PP

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See continuation pages.		

*2 copies sent to Agency, NWML, NARA*

July 2002

**Secretary of State**

**Secretary's Memorandums of Conversation (MemCons).**

- a. Memorandums of Conversation of the Secretary of State in both memorandum and telegraphic form.

Permanent. Cutoff and retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary of State together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

- b. Copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced.