

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-03-8
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/12/03
2. MAJOR SUBDIVISION Secretariat Staff		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management Section		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Alice S. Ritchie	(202) 261-8511	12-30-03	<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
August 1, 2003	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><b>Control Registers and Logs. (Lot 84D121)</b></p> <p>a. Log of U.S. Officials Memoranda of Conversation with leading USSR Officials 1961-1966 and Index to President, Secretary of State Diplomatic Correspondence, 1950's - 1969.</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>b. All other records.</p> <p>TEMPORARY. Destroy immediately.</p>		

*34 copies sent to Agency, NWMD, NWCTO*

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

Job No: N1-59-03-8

Item Count: 2

**SUMMARY**

The Department of State submits this schedule to reflect NARA's appraisal of selected records of the Secretariat Staff. The Secretariat Staff provides support to the principal officers (Secretary, Deputy Secretary, Under Secretaries) of the Department. The records under appraisal consist of a number of various Control Registers and Logs. For the most part, the logs and registers do not warrant preservation. They include lists of materials sent to an emergency relocation site, lists of retired records, numerical lists of various types of telegrams, lists of microfilm, lists of memoranda, and other assorted registers and logs. None of these records warrant preservation in the National Archives. Two of the lists warrant preservation. The **Log of U.S. Official Memoranda of Conversation with leading USSR Official, 1961-1969** and the **Index to President, Secretary of State Diplomatic Correspondence, 1950s-1969**, list significant documentation and will assist both staff and researchers locate these important documents. All retention periods are adequate from the standpoint of governmental accountability and the protection of legal rights.

I recommend approval of this job.

Professor Michael Churgin of the University of Texas School of Law requested a copy of the schedule and appraisal but provided no comments.

**RECOMMENDATION**

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. **Item 1(a).**
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

Not required.

Required — Publication Date: 9/24/03  
Copies Requested: 1  
Comments Received: 0

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>7/14/23</i>	Appraiser	<i>Doreen A Longbart</i>	<i>12/22/03</i>
	NWML	<i>Paul M. Wolff</i>	<i>12-23-2003</i>
	NWM	<i>Theresa Brown</i>	<i>12-23-2003</i>
CONCURRENCES	NW	<i>Michael J. Keefe</i>	<i>12-29-03</i>