

Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)	
State	
2 Major Subdivision	
Bureau of Administration	
3 Minor Subdivision	
Deputy Assistant Secretary for Information Sharing Services	
4 Name of Person with whom to confer	5 Telephone (include area code)
Margaret E. Keapproth	(202) 663-2170

Leave Blank (NARA Use Only)

Job Number	N1-59-08-17
Date Received	6/27/08
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
WITHDRAWN	

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 1 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 has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Tasha M. Thian	Agency Records Officer	6/17/08

7 Item Number	8. Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	See continuation pages.		

SA 8/1/08 copy sent to Agency

Deputy Assistant Secretary for Information Sharing Services

1. General Subject Files

These records document the activities of the Deputy Assistant Secretary for Information Sharing Services in planning and supervising programs in the areas of directives management; graphics design, printing, and multi-media services; information access, including the management of Freedom of Information Act and Privacy Act requests; management of the corporate records archives; records management, including electronic records management; document classification review; and the Department of State Library.

Temporary. Retire when 2 years old. Destroy when 5 years old.