

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-59-86-7	DATE RECEIVED 11/24/86
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF COMMUNICATIONS		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal the signature of the Archivist is not required.	
3 MINOR SUBDIVISION DEPUTY ASSISTANT SECRETARY'S OFFICE			
4 NAME OF PERSON WITH WHOM TO CONFER JOHN A. CRUCE	5 TELEPHONE EXT 647-7123	DATE 12/5/86	ARCHIVIST OF THE UNITED STATES SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS
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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 11/19/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D TITLE KATHLEEN M. LANNON CHIEF, RECORDS MANAGEMENT STAFF
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><u>COMMUNICATIONS - POLICY FILE</u></p> <p>THE SINGLE, CENTRAL, OFFICIAL SUBJECT FILE OF THE DEPUTY ASSISTANT SECRETARY FOR COMMUNICATIONS.</p> <p>[EXCLUDING: ADMINISTRATIVE, CHRONOLOGICAL, INDIVIDUAL WORKING, INFORMATION, PERSONAL, OR REFERENCE FILES.]</p> <p><u>CONSISTING OF:</u> AIRGRAMS, CONGRESSIONALS, CORRESPONDENCE, DIPLOMATIC NOTES, DIRECTIVES, MANUALS, MEMORANDUMS, MEMORANDUMS OF CONVERSATION, PLANS, REPORTS, TELEGRAMS - THAT HAVE SUBSTANTIVE CONTENT.</p> <p><u>THAT DOCUMENT:</u> ADMINISTRATION, EXECUTIVE DIRECTION, MANAGEMENT, POLICY MAKING, AND PROCEDURES.</p> <p><u>RELATING TO:</u> FUNCTIONS/PROGRAMS OF THE DEPARTMENT OF STATE'S TELECOMMUNICATIONS PROGRAM WHICH INCLUDES - DOMESTIC MAIL/POUCH OPERATIONS; ENGINEERING; FOREIGN COMMUNICATIONS OPERATIONS; HUMAN RESOURCES PLANNING; INTERAGENCY TELECOMMUNICATIONS REQUIREMENTS; LOGISTICS; MAINTENANCE; OFFICE ORGANIZATION/PROCEDURES; SPECIAL PROJECTS/PROGRAMING; TECHNICAL SERVICES; COMMUNICATION CENTERS; TRAINING; SECURITY; ETC.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

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	<p style="text-align: center;"><u>AUTHORIZED DISPOSITION</u></p> <p>PERMANENT. BREAK FILE ANNUALLY. RETIRE TO RSC FOR TRANSFER TO WNRC WHEN 3 YEARS OLD. OFFER TO NARA WHEN 30 YEARS OLD - IN 5 YEAR BLOCKS.</p>		