

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-59-88-39
1 FROM (Agency or establishment) DEPARTMENT OF STATE		DATE RECEIVED	6/19/89
2 MAJOR SUBDIVISION BUREAU OF ADMINISTRATION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5 TELEPHONE EXT 647-6018	DATE 8/25/89	ARCHIVIST OF THE UNITED STATES 
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 3 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 5/4/89	C SIGNATURE OF AGENCY REPRESENTATIVE  Kathleen M. Lannon	D TITLE Chief, Records Manager
------------------	---	-----------------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>DEPUTY UNDER SECRETARY FOR ADMINISTRATION (D)</p> <p><u>Background Papers for Publications, 1965.</u> Letters, memorandums, transcripts of interviews, memorandums of conversation, and drafts for two Department of State publications: "This Worked for Me" and "An Overseas Wives' Notebook." Volume 2 feet Annual accumulation 0 WNRC Acc No. 59-68A1414 boxes 402-403 PERMANENT. Transfer to the National Archives in 1995</p>		
2.	<p>OFFICE OF OVERSEAS SCHOOLS (O/OS)</p> <p><u>Records Relating to Overseas Schools and American-Sponsored Schools, 1945-1964</u> Memorandums, despatches, letters, airgrams, reports, and other</p>		

*copies sent to agency
NCF, HNT, MNR 8/29/89*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE OF
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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>material relating to the establishment and operation of English-speaking schools worldwide The records document document policies and plans.</p> <p>Volume: 16 feet Annual accumulation: 0</p> <p>WNRC Acc. No 59-67A1305 boxes 2-9 WNRC Acc. No. 59-68A5098 boxes 585-587 WNRC Acc. No. 59-69A6308 boxes 180-185</p> <p>PERMANENT. Transfer to the National Archives in 1995.</p> <p>OFFICE OF OPERATIONS, ADMINISTRATIVE SUPPORT DIVISION (O/OPR/ASD)</p> <p>3. <u>Subject Files, 1960-1965</u> Organizational charts, functional statements, lists of organizational codes, and communications procedures</p> <p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No 59-73-61 boxes 1-2</p> <p>Destroy immediately</p> <p>AUDIT STAFF (O/AU)</p> <p>4. <u>Records Relating to Audits, 1964-1968</u> Memorandums, letters, notes, contracts, computer printouts, accounting balance sheets, time and production reports, employment applications, and vouchers.</p> <p>Volume: 8 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A6308 boxes 177-179 WNRC acc No. 59-74-78 boxes 1-5</p> <p>Destroy immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
5.	<p>OFFICE OF INTERNATIONAL FINANCE AND DEVELOPMENT AFFAIRS (OFD/FN)</p> <p><u>Prisoner of War Claims Files, 1945-1957.</u> Letters, memorandums, memorandums of conversation, messages, and other material pertaining to settlements of claims of prisoners of war and civilian internees.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 204</p> <p>Destroy immediately</p>		