

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-59-90-15
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	8-17-90
1 FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5 TELEPHONE EXT 647-6018	DATE 11/05/90	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 4 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 8/13/90	C SIGNATURE OF AGENCY REPRESENTATIVE Willie Gee	D TITLE Acting 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 style="text-align: center;">OFFICE OF OPERATIONS</p> <p style="text-align: center;">EXECUTIVE OFFICE (OPR/EX)</p> <p><u>Subject Files, 1946-1961.</u></p> <p>Arranged by subject. Memoranda, correspondence, telegrams, and tables relating to the administrative activities of the Office of Operations.</p> <p style="text-align: center;">WNRC Acc. No. 59-67A1305 box 366</p> <p>Destroy immediately</p>		
2.	<p style="text-align: center;">EMERGENCY PLANNING OFFICE (OPR/EP)</p> <p><u>Subject Files, 1955-1962.</u></p> <p>Arranged by subject. Memoranda, correspondence, charts, reports, drafts, lists, briefing</p>		

*Copies sent to agency, NWS, NWT, NCF*  
*11/7/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO. N1-59-90-15	PAGE 2 OF 4
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)
	<p>material, and manuals relating to civil defense planning and mobilization.</p> <p>WNRC Acc. No. 59-66A1149 box 911</p> <p>Destroy immediately.</p> <p>FOREIGN SERVICE DIVISION (OPR/FSD)</p>		
3.	<p><u>Survey of Leave Used by Chiefs of Mission, 1957-1958.</u></p> <p>Arranged alphabetically by name of country. Reports, tables, and memoranda summarizing the absence of chiefs of mission.</p> <p>WNRC Acc. No. 59-68A1414 box 988</p> <p>Destroy immediately.</p> <p>OFFICE OF GENERAL SERVICES FACILITIES DIVISION (OPR/OGS/FD)</p>		
4.	<p><u>Records Relating to Civil Defense Matters, 1954-1956.</u></p> <p>Arranged by subject. Briefing books, Cabinet Papers, and publications relating to civil defense planning.</p> <p>WNRC Acc.. No. 59-68A5098 box 1132</p> <p>Destroy immediately.</p> <p>HISTORICAL OFFICE</p>		
5.	<p><u>Records on the Foreign Minister Meetings Held in Geneva, May-August 1959.</u></p> <p>Arranged by subject or type of document and thereunder chronologically. Briefing books, reports, verbatim reports, lists, telegrams and messages, tables, and press releases.</p> <p>WNRC Acc. No. 59-71A6682 boxes 1117-1118</p> <p>Destroy immediately.</p>		

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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)
6.	<p>BUREAU OF AFRICAN AFFAIRS (AF)</p> <p><u>Correspondence File, May 1960 - June 1961.</u></p> <p>Arranged chronologically. Memoranda, correspondence, memoranda of conversation, briefing papers, reports, and notes relating to the activities of the Assistant Secretary for African Affairs.</p> <p>WNRC Acc. No. 59-65A610 box 1</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>UN ADVISOR</p>		
7.	<p><u>Subject Files of Jesse M. MacKnight on the 16th United Nations General Assembly, August 1961-August 1962.</u></p> <p>Arranged by subject and thereunder by committee or organization. Memoranda, correspondence, telegrams, reports, position papers, press releases, and other material pertaining to the 16th UN General Assembly.</p> <p>WNRC Acc. No. 59-65A987 box 1</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>OFFICE OF INTER-AFRICAN AFFAIRS (AF/I)</p>		
8.	<p><u>Records Relating to the Organization of African Unity, 1963-1970.</u></p> <p>Arranged for the most part by organizational structure and thereunder by subject. Reports, telegrams, booklets, lists, and tables relating to the OAU and U.S. policy in relation to the OAU.</p> <p>WNRC Acc. No. 59-72A6248 boxes 7-8</p> <p>PERMANENT. Transfer to the National Archives in 2003 or sooner if negotiated between the National Archives and the Department of State.</p>		

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	EXECUTIVE OFFICE (AF/EX)		
9.	<p><u>Staff Papers on Country Posts, 1956-1959.</u></p> <p>Arranged by country. Staff reports, correspondence, telegrams, and "official-informal" correspondence relating to Foreign Service Posts.</p> <p>WNRC Acc. No. 59-65A610 box 1</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
10.	<p><u>Post Management and Regional Files, 1940-1960.</u></p> <p>Arranged by post or subject. Memoranda, reports, telegrams, and correspondence relating to administrative matters.</p> <p>WNRC Acc. No. 59-66A363 box 44</p> <p>Destroy immediately.</p>		