

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-59-90-16

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8/13/90

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

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SUPERSEDED  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. State Department's National Defense Executive Reserve Files, 1956-1961.

Projects Staff  
(PER/PS)

Correspondence, memorandums, booklets, pamphlets, travel vouchers, rosters, biographical sketches, reports, maps, and artifacts relating to the National Defense Executive Reserve program. These records consist of files on active, inactive, and prospective members of the Reserve Program as well as correspondence relating to orientation sessions, travel of Reserve members, and rosters of Reservists.

WNRC Acc. No. 59-66A363 boxes 797-800

Destroy immediately.

Copies sent to agency, ON-W, NARS/NCF.  
11/7/90

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO  
 11-59-90-1G

PAGE  
 2 OF 4

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
2.	<p style="text-align: center;"><u>Division of Departmental Personnel</u>  <u>(ODA/DP)</u></p> <p><u>Data Sheets on Transfer of Wartime Agencies and FEA Personnel to the State Department, 1945.</u></p> <p>Data sheets detailing the transfer of certain functions and personnel from the Office of Strategic Services (OSS), the Office of War Information (OWI), and the Foreign Economic Administration (FEA) to the Department of State.</p> <p style="text-align: center;">WNRC Acc. No. 59-63A389 box 317</p> <p>Destroy immediately.</p>		
3.	<p style="text-align: center;"><u>Personnel Operations Division</u>  <u>(PER/POD)</u></p> <p><u>Special Projects and Reports, 1949-1959.</u></p> <p>Unarranged. Reports, operation memorandums, and supplemental correspondence dealing with personnel policies and issues. These reports cover topics such as Foreign Service tour of duty policies, personnel management programs, Foreign Service legislation, the controllership function, and the Assignment and Career Development Program.</p> <p style="text-align: center;">WNRC Acc. No. 59-65A610 box 537</p> <p>Destroy immediately.</p>		
4.	<p><u>Policy Files, 1948-1953.</u></p> <p>Office memorandums dealing with administrative issues such as placement panels, consultation procedures, control of Foreign Service salary obligations, travel, turnover of Foreign Service employees, and area progress reports of the Field Operations Branch.</p> <p style="text-align: center;">WNRC Acc. No. 59-70A4521 box 443</p> <p>Destroy immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

01-59-90-16

PAGE

3 OF 4

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>
5.	<p style="text-align: center;"><u>(PER/MSD)</u></p> <p><u>Tax and Travel Files, 1942-1953.</u></p> <p>Arranged alphabetically by name. These records consist of correspondence between the Internal Revenue Service (IRS) and foreign posts in regard to the IRS' efforts to collect taxes from American citizens in foreign countries. Also included is correspondence regarding authorization for travel abroad by personnel from other executive Departments.</p> <p style="text-align: center;">WNRC Acc. No. 59-63A389 boxes 318-319</p> <p>Destroy immediately.</p> <p style="text-align: center;"><u>Office of International Trade and Resources</u> <u>(ITR)</u></p>		
6.	<p><u>Subject Files of Ben H. Thibodeaux, 1949-1957.</u></p> <p>Arranged by subject. These records were maintained by Ben H. Thibodeaux while he was detailed to the Economic Cooperation Administration (ECA) in Paris (1949), the ECA in Austria (1950-1953), Counselor of Embassy, Ottawa (1954), Acting Director and then Director of the Office of Economic Defense and Trade Policy (EDT), and finally Director of ITR. These records consist of correspondence, speeches, memorandums, telegrams, "official-informal" correspondence, reports, and vouchers dealing mainly with foreign trade policy. Some of the topics dealt with include foreign policy in connection with cotton production, the General Agreement on Trade and Tariffs (GATT), the Organization for Trade Cooperation (OTC), the economic and financial status of Austria, the Austrian State Treaty, and the Poelzl Case.</p> <p style="text-align: center;">Volume on hand: 1 foot Annual accumulation: 0</p> <p style="text-align: center;">WNRC Acc. No. 59-63A389 box 315</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.  
N1-59-90-16

PAGE  
4 OF 4

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>
7.	<p style="text-align: center;"><u>Under Secretary of State for Economic Affairs</u> <u>(B)</u></p> <p><u>Subject File of Special Assistant William T. Nunley, 1951-1963.</u></p> <p>Arranged by subject. These records were maintained by William T. Nunley while he was a Foreign Service Staff Officer in the Department of State (1950-1955), Foreign Affairs Officer (January 5 - September 28, 1955), United Nations Advisor to the Bureau of European Affairs (September 28, 1955 - January 15, 1956), Intelligence Relations Officer (January 15, 1956 - November 26, 1961), and finally Special Assistant to the Under Secretary of State for Economic Affairs. These records consist of reports, memorandums, drafts, correspondence, background papers, position papers, memorandums of conversation, contingency papers, thought pieces, and talking papers relating to the United States-Japan Committee on Economics and Trade, the Hakone Conference, the State Department Command and Control System, State Department and Foreign Service Personnel Problems, moving the United Nations Headquarters to Berlin, Pacific Economic Communities, the program for the 16th General Assembly, the Task Force on Portugese Territories in Africa, and Outer Space Initiatives.</p> <p style="padding-left: 40px;">Volume: 1/2 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-65A610 box 537</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		