

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-59-90-22

DATE RECEIVED

5-2-90

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF STATE

2. MAJOR SUBDIVISION

Under Secretary for Security Assistance,

3. MINOR SUBDIVISION

Science, and Technology

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Kathleen Lannon Eliza Kealey

647-2976

5/11/90

[Signature]

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 <i>4/17/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D. TITLE <i>Chief, Records Mgt</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>Subject Files.</u></p> <p>Arranged by subject. Memoranda of conversation, drafts, correspondence, action memoranda, information memoranda, briefing memoranda, reports, telegrams, speeches, testimony, prepared statements, log books, agendas for meetings, minutes of meetings, and other material. Broad subjects include trips, security assistance, communications, space affairs, science and technology, and nuclear non-proliferation.</p> <p>Volume on hand: 89 feet Annual accumulation: 7-8 feet</p> <p>PERMANENT. Cut off at the end of the tenure of an incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		

*Copies sent to agency NSN 7540-00-634-4064
MWT, M-W, JME 5/18/90*

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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 GRS OR SUPERSEDED JOB CITATION	10.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>
2.	<p><u>Country Files.</u></p> <p>Arranged by name of country. Memoranda, drafts, action memoranda, briefing memoranda, information memoranda, telegrams, reports, correspondence, and other material. Records relate to security assistance, communications, space affairs, science, and technology.</p> <p>Volume on hand: 40 feet Annual accumulation: 4-5 feet</p> <p>PERMANENT. Cut off at the end of the tenure of an incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		
3.	<p><u>Chronological File.</u></p> <p>Arranged chronologically. Memoranda of conversation, correspondence, action memoranda, briefing memoranda, information memoranda, reports, and other material. Subjects include security assistance, communications, science and technology, space affairs, and nuclear non-proliferation.</p> <p>Volume on hand: 13 Annual accumulation: 1-2 feet</p> <p>PERMANENT. Cut off at the end of the tenure of an incumbent or sooner if necessary and retire to RSC. Block records covering one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p>		
4.	<p><u>Records of the Office of the U.S. Coordinator for the UN Conference on Science and Technology for Development, 1977-1979.</u></p> <p>Arranged by subject, country, and name. correspondence, reports, drafts, memorandums, and other material. Topics include planning, development of positions, composition of the delegation, relations with the private sector, other agencies, and other parts of the Department of State.</p>		

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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>
	<p>Volume on hand: 14 feet Annual accumulation: 0</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives in 2010.</p>		