

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

N1-59-91-30

DATE RECEIVED

6/3/91

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)  
**DEPARTMENT OF STATE**

2. MAJOR SUBDIVISION  
**Deputy Secretary**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Betty Bates

5. TELEPHONE EXT.

202/647-6018

DATE

6/26/91

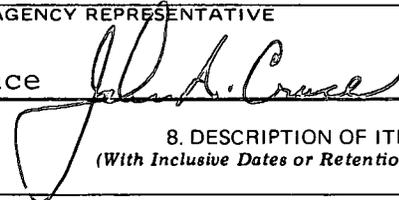
ARCHIVIST OF THE UNITED STATES



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 1 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
5/29/91	John Cruce 	Acting Chief, Records Mgmt. Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center"><b>DEPUTY SECRETARY OF STATE</b></p> <p><b><u>Files of the Deputy Secretary of State.</u></b> Arranged by subject, by country, by correspondent, by type of record, or chronologically. Correspondence, "official-informal" correspondence, telegrams, airgrams, Action Memorandums, Briefing Memorandums, Information Memorandums, memorandums of conversation, reports, briefing books, daily notes, transcripts and texts of speeches and testimony, notes, drafts, appointment books, calendars, daily schedules, logs and other material relating to the activities, plans, policies, responsibilities, and interests of the Deputy Secretary of State. Records include trip files, speeches, and statements.</p> <p>Volume on hand: 102 feet Annual accumulation: 8-10 feet</p> <p>PERMANENT. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.</p> <p><i>Copies sent to agency, NN-W, NNT, NCF 7/1/91</i></p>		