

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Bureau of Intl. Communication & Info. Policy

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
John A. Cruce

5. TELEPHONE
202-647-7123

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-59-92-3

DATE RECEIVED
3/23/92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
3/22/92

ARCHIVIST OF THE UNITED STATES


6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 3/2/92	SIGNATURE OF AGENCY REPRESENTATIVE  Kenneth F. Rossman	TITLE Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>INTERNATIONAL COMMUNICATIONS AND INFORMATION - POLICY SUBJECT FILE AND DIRECTOR'S FILE</p> <p>Program and policy documents on countries and international organizations dealing with communications and information matters such as coordinating and overseeing domestic and foreign economic and political agreements, cooperation, diplomatic and public initiatives, legislation, negotiations, and treaties of industrialized countries.</p> <p>Current volume: 39 Annual accumulation: 7</p> <p>AUTHORIZED DISPOSITION Permanent. Block by year. Retired to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.</p> <p><i>Copies sent to agency, NCF, NN-W, NNT 4/2/92</i></p>		

2. DIRECTOR'S CHRONOLOGICAL FILE

Arranged chronologically. Consist of extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, and other material maintained by the director or for use in conjunction with the policy subject file.

Current volume: 3
Annual accumulation: 1/2

DISPOSITION: Permanent. Block by year. Retire to RSC after 3 years. Transfer to WNRC after 5 years. Transfer to the National Archives after 30 years old.

3. STANDARDS AND INTERNATIONAL ORGANIZATIONS - POLICY FILE

Agreements, initiatives, legislation, negotiations, policies, summary reports from countries and international organizations dealing with standards in communications and information areas such as: aeronautics, broadcasting, cables, circuits, commerce, communications, data, development, electronics, equipment, frequencies, information, jamming, networks, radios, relay sites, remote sensing, research, satellites, telecommunications, security, signalling, space, technical assistance, telecommunications, telegraph, telephone, trade, and transmissions.

Current volume: 70
Annual accumulation: 11

AUTHORIZED DISPOSITION

Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

4. STANDARDS AND INTERNATIONAL ORGANIZATIONS - REFERENCE FILE

Agendas, copies of agreements, amendments, annuals, bulletins, circulars, documents, films, instructions, initiatives, journals, laws, legislation, letters, notifications, periodicals, photos, positions papers, policies, publications, reports from countries and international organizations - dealing with standards in communications and information areas and used as reference for preparation of Department documents.

AUTHORIZED DISPOSITION

Retire to RSC after 4 years. Block by year. RSC destroy after 10 years.

Non-
record

5. TRADE AND DEVELOPMENT - POLICY FILE

Agreements, initiatives, legislation, negotiations, policies, summary reports from countries and international organizations dealing with trade and development in communications and information areas.

Current volume: 10
Annual accumulation: 1.75

AUTHORIZED DISPOSITION

Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

6. TRADE AND DEVELOPMENT - REFERENCE FILE

Reference materials dealing with trade and development in communications and information areas.

AUTHORIZED DISPOSITION

Destroy when no longer needed.

Non-
recorded