

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-93-39	DATE RECEIVED 9/8/93
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Legislative Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Budget and Appropriations		DATE 10-25-93	
4. NAME OF PERSON WITH WHOM TO CONFER Pat Magin		ARCHIVIST OF THE UNITED STATES <i>Audrey Newkirk Petersen</i>	
5. TELEPHONE 647-6021			

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 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, 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 9/8/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossma</i>	TITLE Department of State, Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attachment		

Copies sent to agency, NN-W, NNT, NCF, NIA 11/1/93

Office of Budget and Appropriations

1. Program Files

Arranged by subject, country, or regional/functional bureau, and budgetary cycle. Memorandums, Congressional correspondence, reports, notes, briefing materials, speeches and statements, newspaper clippings, and other documentation relating to the formulation of the budget and allocation of appropriations.

Permanent. Retire when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

2. Chronological Files

Extra copies of outgoing correspondence maintained for convenience of reference.

Block annually. Destroy when 1 year old.