

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Bureau of International Organization Affairs

3. MINOR SUBDIVISION

Office of Executive Director

4. NAME OF PERSON WITH WHOM TO CONFER

Lawrence T. Springer

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 31 1974	JOB NO.
NC - 59-75 - 3	
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 stamped "disposal not approved" or "with-drawn" in column 10.	
<i>1-15-75</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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.

25 Oct 74 (Date) *John P. Under* (Signature of Agency Representative) *Dir, Foreign Affairs Div + Ref Ctr* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 1.	<p>Duplicate Personnel Records</p> <p>Copies of application forms, personal history statements and other documents duplicated in Official Personnel Folders, including memoranda and communications relating to personnel of the IO bureau or other administrative unit maintaining the records or to the eight missions administered by the bureau. Official record copies of all papers affecting an employee's status or pay are maintained by the Department's Office of Personnel and Office of Finance.</p> <p>DESTROY 1 YEAR AFTER EMPLOYEE DEPARTS FROM BUREAU OR MISSION.</p>		
✓ 2.	<p>Staffing and Complement Records</p> <p>Reports, memoranda, communications, lists and worksheets regarding the staffing of offices or missions, requested changes in adjustments in staffing and other related matters.</p> <p>DESTROY 2 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH PREPARED.</p>		
✓ 3.	<p>Administrative Subject File</p> <p>Communications between IO Bureau and its missions (pg. 2)</p>		<i>14 items</i>

Copy to Agency + WNRK 1/21/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>regarding administrative procedures, supplies, equipment, fiscal operations, personnel, quarters, buildings, records and other administrative matters. Mostly information copies of communications, action copies being in files elsewhere in the bureau.</p> <p>DESTROY 5 YEARS AFTER DATE OF MOST RECENT DOCUMENT IN FOLDER.</p>		
<p>4.</p> <p><i>Refer to 3/24/77</i></p>	<p>IO Bureau and US Mission Budget Estimates</p> <p>Budget estimates and justifications, with related communications concerning their preparation submission and transmittal.</p> <p>a. Original estimates and justifications. <i>PERMANENT. Transfer to FAL after 9 years.</i> DESTROY 8 YEARS AFTER CLOSE OF FISCAL YEAR COVERED. <i>Offer to NAAS when 30 years old.</i></p> <p>b. Copies and related communications.</p> <p>DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p>	<p><i>NA-464-16</i> <i>item 2 f</i></p> <p><i>less than</i> <i>2 cu ft</i></p>	
<p>✓ 5.</p>	<p>Budget Working Papers</p> <p>Rough worksheets, IBM listings, adding machine tapes and miscellaneous reference materials and related memoranda accumulated in connection with the preparation of budget estimates and justifications. Included are extra copies of papers described under Item 2 above.</p> <p>DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p>		
<p>✓ 6.</p>	<p>Chronological Correspondence Files, maintained by bureau and lower level executive and administrative operating units pertaining to their internal operations and administration.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		

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/ 7.	<p>General Services Records</p> <p>Includes requisitions for supplies (DS-1659), reimbursement for expenditures (SF-1164), visual services project requests (SF-1141), requests for printing (DS-5), report of excess personal property (SF-120), job requests, bureau biennial records reports, and other related documentation of services and supplies.</p> <p>DESTROY 2 YEARS AFTER FISCAL YEAR IN WHICH ACTION IS COMPLETED.</p>		
8.	<p>Budget Policy and Procedure File for International Organizations</p> <p>Contains original drafts of budget submissions to be presented before OMB and the Congress. Estimates and justifications for the formulation of a budget of US contributions to the UN and various other international organizations.</p> <p><i>Refer to Mr. Spangher 24 Nov 74</i></p> <p>a. Original estimates and justifications <i>PERMANENT. Transfer to FRC after 10 years</i> DESTROY 10 YEARS AFTER CLOSE OF FISCAL YEAR COVERED. <i>OFFER to NARS when 30 years old.</i></p> <p>b. Copies maintained by bureau or subordinate units</p> <p>DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p>	<p><i>MM-464-16</i> <i>Item 7.6</i></p> <p><i>See Item 2 in 11/74</i></p>	
✓ 9.	<p>Budget Execution and Payment Files for International Organizations</p> <p>a. Incoming telegrams, airgrams, memoranda and other correspondence requesting the allotment of funds to the UN and various other international organizations.</p> <p>DESTROY 5 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p> <p>b. Authorization records of US allotments paid to the UN</p> <p>Copies of vouchers, bills, letters of credit and other posting and control media authorizing the payment of US allotment funds to the UN and various other international organizations.</p>		

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✓ 10.	<p>DESTROY 4 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH PAID, OR 5 YEARS AFTER THE LAST DISBURSEMENT MADE FROM FUNDS APPROPRIATED IN THAT FISCAL YEAR, WHICH_ EVER COMES LATER.</p> <p>Annual Report to Congress on Contributions</p> <p>Reports, statistics, memoranda and other related papers and correspondence concerning US payments to the UN, UN Special Programs, Specialized Agencies, Inter-American Organizations and proposed AID programs</p> <p>RETAIN PERMANENTLY. RETIRE AFTER 5 YEARS TO RECORDS SERVICE CENTER. <i>Offer to National Archives after 30 years.</i></p>	<p><i>111-464-16</i> <i>Item 1C</i> <i>has other</i> <i>1 copy/pt</i></p>	
11. <i>Ref per Spring 12/21/71</i>	<p>Arrearage and Financial History Records</p> <p>Telegrams, airgrams, reports and other correspondence on non-paying countries, payment of arrears, purchases and pledges of UN bonds and Congressional inquiries and reports to Congress on these matters.</p> <p><i>PERMANENT. Transfer to FRL after 10 years.</i> DESTROY 10 YEARS AFTER CLOSE OF FISCAL YEAR COVERED. <i>Offer to NARS when 30 years old.</i></p>	<p><i>111-464-16</i> <i>Item 7a</i> <i>1w. 1x/pt</i></p>	