

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED MAY 8 1975	JOB NO. NC - 59-75-14
NOTIFICATION TO AGENCY	
<p>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.</p>	
Date <i>6-4-75</i>	<i>James R. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State
2. MAJOR SUBDIVISION
Foreign Affairs Document and Reference Center
3. MINOR SUBDIVISION
Directives Staff
4. NAME OF PERSON WITH WHOM TO CONFER
Lawrence T. Springer
5. TEL. EXT.
632-8806
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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

May 2, 1975 *William F. Farrell, Jr.* Chief, Records Management Staff
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Departmental and Foreign Service Regulatory and Procedural Issuances</p> <p>Series of regulatory and procedural issuances of the Department and the Foreign Service, including the Foreign Affairs Manual, Foreign Affairs Manual Circulars, numbered delegations of authority, circular airgrams and telegrams, program manuals, handbooks.</p> <p>a. One complete set of each series of issuances, including handbooks and manuals</p> <p>PERMANENT TRANSFER TO FEDERAL RECORDS CENTER ^{when} AFTER 10 YEARS ^{old} OFFER TO NATIONAL ARCHIVES AFTER 30 YEARS ^{old}</p> <p>b. Extra copies.</p> <p>DESTROY WHEN SUPERSEDED OR WHEN NO LONGER NEEDED FOR REFERENCE OR DISTRIBUTION PURPOSES. <i>Non-record</i></p> <p>? c. Background or docket files, consisting of docket sheets, draft issuances, and related clearance memoranda and forms.</p> <p>PERMANENT TRANSFER TO FEDERAL RECORDS CENTER ^{when} AFTER 10 YEARS ^{old} OFFER TO NATIONAL ARCHIVES AFTER 30 YEARS ^{old}</p>		

Copy to Agency + NCW 6/6/75

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
? 2	<p>Regulation and Notices Published in the Federal Register.</p> <p>Background or docket cases, containing drafts, memoranda pertaining to the submission, clearance and approval of Departmental regulation and Public Notices to be published in the Federal Register.</p> <p>PERMANENT TRANSFER TO FEDERAL RECORDS CENTER AFTER ^{when} 10 YEARS ^{old} OFFER TO NATIONAL ARCHIVES AFTER ^{when} 30 YEARS ^{old}.</p>		
? 3	<p>Policy and Procedure Files, including guidelines and procedures relating to directives, forms, correspondence and reports.</p> <p>PERMANENT TRANSFER TO FEDERAL RECORDS CENTER AFTER ^{when} 10 YEARS ^{old} OFFER TO NATIONAL ARCHIVES AFTER ^{when} 30 YEARS ^{old}.</p>		
4	<p>Distribution Lists for Issuances</p> <p>Lists showing number of issuances distributed to Departmental units and Foreign Service posts.</p> <p>DESTROY WHEN SUPERSEDED OR OBSOLETE.</p>		
5	<p>Organization Charts</p> <p>Organization charts of the Department of State</p> <p>RETAIN ONE COPY OF EACH <u>PERMANENTLY</u>. Transfer to FRC when 10 yr. old. Offer to NARS when 30 yr old.</p>		
6	<p>Department Announcements 1944-1952 (12 volumes)</p> <p>PERMANENT TRANSFER TO FEDERAL RECORDS CENTER WHEN NO LONGER NEEDED FOR REFERENCE USE. OFFER TO NATIONAL ARCHIVES AFTER 30 YEARS ^{old, immediately.}</p>		
7	<p>Foreign Service Serials Nos. 1-1209 (1943-53) (12 volumes)</p> <p>PERMANENT TRANSFER TO FEDERAL RECORDS CENTER AFTER ^{when} 10 YEARS ^{old} OFFER TO NATIONAL ARCHIVES AFTER 30 YEARS ^{old} <i>immediately.</i></p>		

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8	<p>Publications Project Files</p> <p>Correspondence, memoranda, reports and other papers on such projects as the US Government Organization Manual, Congressional Directory, delegations of authority by Executive Order, Reports to Congress, etc.</p> <p>DESTROY WHEN PUBLICATIONS REISSUED.</p>		
9	<p>Reporting Files</p> <p>Case Files on recurring administrative, inter-agency, and congressional reports.</p> <p>DESTROY TWO YEARS AFTER REPORT IS DISCONTINUED.</p>	<p>GRS 16 Item 8</p>	
10	<p>Forms Control Files</p> <p>Copies of forms and form letters with related memoranda regarding their preparation, clearance or approval, or discontinuance; and related reproduction plates or mats.</p> <p>a. One copy of each form and form letter with related memoranda on establishment or discontinuance.</p> <p><u>PERMANENT</u> TRANSFER TO FEDERAL RECORDS CENTER 10 YEARS ^{10 657} OFFER TO NATIONAL ARCHIVES 10 YEARS ^{30 YEARS} <i>old.</i></p> <p>b. Reproduction plates and mats.</p> <p>DESTROY WHEN RELATED FORM IS CHANGED OR DISCONTINUED.</p>		
11	<p>Reading Files</p> <p>Copies of letters, memoranda, operations memoranda, and other types of communications sent by the Regulations and Procedures Staff (Directives Staff), arranged chronologically.</p> <p>DESTROY WHEN TWO YEARS OLD.</p>		

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12	<p>Administrative Files</p> <p>Correspondence, memoranda, reports, forms, and other papers on budget, supplies, equipment, space, personnel, transportation, and other administrative matters relating to the Directives Staff.</p> <p>a. Budget estimates and justifications</p> <p>DESTROY 5 YEARS AFTER CLOSE OF YEAR COVERED BY BUDGET.</p> <p>b. Unofficial Personnel Folders</p> <p>DESTROY ONE YEAR AFTER EMPLOYEE LEAVES THE STAFF.</p> <p>c. Records on general services for the staff</p> <p>Memoranda and forms relating to equipment, space, supplies, and other general services for the staff.</p> <p>DESTROY WHEN TWO YEARS OLD.</p>		