

**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 Administration

3. MINOR SUBDIVISION

Office of Communications

4. NAME OF PERSON WITH WHOM TO CONFER

Louis A. Giamporcaro

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 9 1976	JOB NO. NC1-59-73-17
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.	
8-17-76 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

August 4, 1976

(Date)

William F. Farrell
William F. Farrell, Sr.
(Signature of Agency Representative)

Chief, Records Management Staff

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Communications Programs and Operations</u></p> <p>Special Communications Support for Secretary's Trips and Visits</p> <p>Consists of telegrams, memorandums, airgrams, travel schedules, assignments, equipment, circuits, contracts or agreements, and other arrangements dealing with personnel, shipping, and leasing.</p> <p>Destroy six (6) months after completion of trip or visit.</p>		

Copy to Agency 8-19-76 AD

1 item