

Rec'd NCO 20 Aug 80

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO  
**NCI-59-80-21**

DATE RECEIVED  
**August 22, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**9-22-80** *[Signature]*  
Date Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State

2. MAJOR SUBDIVISION  
The Library

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Alice L. Harris

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8/18/80	<i>William F. Farrell</i>	Chief, Records Management Staff

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Reference: RMH(A) Ch. 6, Sec. 4, Library Services Records</p> <p>Library General Correspondence Files.</p> <p>a. Files <sup>relating to</sup> <del>documenting the development of</del> <sup>internal</sup> policies and procedures concerning the Department of State Library.</p> <p><i>Retain in library until obsolete or no longer needed for reference use. alt</i></p> <p><del>Permanent. Retire to RSC when 10 years old. Transfer to FRC when 25 years old.</del></p> <p><del>Present on hand volume 1 1/4 inch, annual accumulation varies from 1-2 pages to no more than 50 pages</del></p> <p>b. Correspondence, reports and other files pertaining to routine administrative matters.</p> <p>Destroy when 3 years old.</p>	<p>(NN-171- <del>(NN-171)-</del> 132, item 1) RMH(A) 060402</p>	
2.	<p>Exchange of Official Publications. Correspondence and other documentation pertaining to the exchange of official government publications with foreign governments.</p>	<p>(NN-171- 132, item 2) RMH(A) 060402</p>	5 items

Amended w/  
Alice Harris  
at DOS  
9/17/80  
CA/S

115-107  
Closed Out: 9-25-80: K.T.1)  
Copy to agency

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>Destroy when 3 years old or when no longer needed for reference use, whichever is longer.</p>		
3.	<p>Vendors Correspondence File. Correspondence with publishers regarding the procurement of books, periodicals, etc.</p> <p>Destroy when 3 years old.</p>	<p>(NN-171-132  <del>123</del>, item                  3)                  RMH(A)                  060423</p>	
4.	<p>Statistical Reports File. Monthly statistical reports concerning workload factors for all library elements.</p> <p>Destroy when 2 years old.</p>	<p>(NN-171-                  132, item                  7)                  RMH(A)                  060407</p>	