

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NCI-59-84-4</i>	
DATE RECEIVED	
<i>9-27-84</i>	
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disposal request, including amendments, is approved except for items that may be signed "approved, not approved" or "withdrawn" in column 10.	
SIGNATURE OF THE ARCHIVIST IS	
NOT REQUIRED FOR APPROVAL OF	
PERMANENT RETENTION OF RECORDS	
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
Bureau for Management

3 MINOR SUBDIVISION
Office of Management Operations

4 NAME OF PERSON WITH WHOM TO CONFER
Patricia R. Magin

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
<i>9/7/84</i>	<i>[Signature]</i>	Acting 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	General Subject Files a. Management Operations Policy File Includes memorandums, correspondence, telegrams, position papers, and reports providing recommendations on the organization and management of the Department of State and the Foreign Service to effectively improve its role in the development and execution of foreign policy. Includes involvement in Conferences, Working Groups, Task Forces, etc. in formulating and implementing policy programs. Retire when 5 years old. Destroy when 25 years old. b. Budgetary Planning Consists of correspondence, memorandums, fiscal data, and reports on budgetary planning and policy goals of Department bureaus and overseas posts. (Excludes records covered by Chapter 5 of the RMH). Retire when 5 years old. Destroy when 10 years old.		<i>4 items</i>

115-107
 Copies to Agency, NNB, NNF & NC *3/25/85 Admin*

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>c. Staffing Needs</p> <p>Includes correspondence, memorandums, telegrams, and inspection reports on personnel planning to improve the operations of the Department and overseas posts. Covers guidelines for personnel reductions and resource needs.</p> <p>Retire when 5 years old. Destroy when 10 years old.</p> <p>d. Information Handling Systems</p> <p>Consists of correspondence, memorandums, telegrams, and reports on the Department's role in automation, semi-automation and manual systems. Covers plans, policies, objectives and programs on information management for functional systems.</p> <p>Retire when 5 years old. Destroy when 10 years old.</p> <p>DISPOSITION: Items 1a, 1b and 1c PERMANENT. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><u>Ronald J. Heise</u> NARA appraiser</p> <p><u>Frank Macho</u> Agency representative</p> <p><u>24 May 85</u> Date</p> <p><u>May 24, 1985</u> Date</p>		<p>WITHDRAWN</p>