

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 29 1976	JOB NO.
NC1 - 84-76-3	
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.	
4-23-76 Date	<i>James B. 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

US Missions to International Organizations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

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

3/22/76 (Date) *Paul F Murphy, Jr.* (Signature of Agency Representative) **Ad. 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	<u>RECORDS OF THE US MISSION TO THE ORGANIZATION FOR ECONOMIC COOPERATION AND DEVELOPMENT(OECD)</u> OECD Mission Central Subject File. Action and Information copies of Airgrams, telegrams, etc. concerning OECD, its Council Meetings, Executive Committee Meetings and relations with other organizations. All substantive material in these files are duplicated in the Department's Central File. DESTROY WHEN 3 YEARS OLD.		
2	Mission Advisors Subject Files. Consisting of working papers, information copies of correspondence, telegrams and airgrams for Mission Advisors for Energy, Trade, Finance, Education/Labor, Economic Policy, Investment Affairs, Development Assistance and Science & Technology. DESTROY WHEN 3 YEARS OLD OR AFTER PURPOSE HAS BEEN SERVED, WHICHEVER OCCURS FIRST.		
3	Post Information Files Information copies of airgrams and telegrams on which no action is taken and that are not sufficiently pertinent to post operations to warrant incorporation in the Central Subject File. DESTROY WHEN 1 YEAR OLD		

Copy to Agency 4-27-76 CO

40 items

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
4	<p>Chronological Files.</p> <p>a. Used as an Index to Central Subject File. DESTROY WHEN 3 YEARS OLD</p> <p>b. All other DESTROY WHEN 1 YEAR OLD</p>		
5	<p>Security Trade Control Records</p> <p>a. COCOM Subject/Chron Case Files and equivalent subject and chron case files maintained separately prior to 1974. DESTROY WHEN 25 YEARS OLD.</p> <p>b. U.S. Chrons DESTROY WHEN 3 YEARS OLD.</p> <p>c. General Subject Files. DESTROY WHEN 3 YEARS OLD.</p> <p>d. Operating Committee Documents DESTROY WHEN 3 YEARS OLD.</p> <p>e. Monthly and Annual COCOM Statistical Reports. DESTROY WHEN 5 YEARS OLD.</p> <p>f. Country Files consisting of information copies of telegrams regarding bilateral trade. DESTROY WHEN 5 YEARS OLD.</p> <p>g. COCOM Budget and Administrative Files DESTROY WHEN 25 YEARS OLD.</p> <p>h. List Review Files. DESTROY WHEN 25 YEARS OLD.</p>		

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6	<p>i. Operating Committee Documents</p> <p>DESTROY WHEN 3 years old.</p> <p><u>RECORDS OF THE US PERMANENT REPRESENTATIVE TO UNESCO</u></p> <p>UNESCO Central Subject File.</p> <p>Consisting of documents of the Executive Board and General Conference, including airgrams, telegrams, memoranda, press releases, and publications concerning all aspects of UNESCO operations and U.S. Representatives actions relative thereto.</p> <p>a. Delegate Reports to General Conference, Executive Board and Major Inter-governmental meetings, summary records of General Conference and Executive Board Meetings.</p> <p><i>Destroy 5 years after termination of mission CKH</i></p> <p>RETAIN AT MISSION</p> <p>b. All General Conference and Executive Board and program records other than those listed in a. above.</p> <p>DESTROY AFTER COMPLETION OF TWO CONSECUTIVE BIENNIAL CONFERENCES</p> <p>c. All administrative and operational records of the Delegation.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		<p><i>per correspondence with Paul Murphy</i></p>
7	<p>Applicant File (UNESCO)</p> <p>Consisting of airgrams, telegrams, letters, curriculum Vitae(CV) concerning appointments for positions in UNESCO Headquarters and Field Organizations.</p> <p>DESTROY 2 YEARS AFTER DATE OF LAST ACTIVITY</p>		

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8	<p><u>RECORDS OF U.S. MISSION TO THE EUROPEAN COMMUNITIES(EC)</u></p> <p>EC Mission Economic Files.</p> <p>Consisting of telegrams, airgrams, working papers, press clippings, news releases, documents issued by European Community organizations and GATT, memos of conversation, etc. dealing with all aspects of the European Communities activities in Trade & Industrial Policy, Agricultural Policy, Aid to Less Developed Countries, Financial & Monetary Matters, etc.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
9	<p>EC Mission - Country Files (LDC)</p> <p>Informational material dealing with various aspects of Aid and Economic Development in specific countries.</p> <p>DESTROY WHEN 1 YEAR OLD.</p>		
10	<p>EC Mission - Political Files.</p> <p>Consisting of airgrams, telegrams and other documentation concerning political and related economic activities of the European Communities.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
11	<p>EC Mission - Labor Subject Files.</p> <p>Consisting of airgrams, telegrams, correspondence and other documents dealing with national and international labor organizations and their activities in the European Communities.</p> <p>a. Files dealing with ICFTU, WCL, ETUC and EMF.</p> <p>DESTROY WHEN 10 YEARS OLD.</p> <p>b. All other files.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		

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12	<p>Office Administration Files.</p> <p>Consisting of correspondence, reports and other documentation accumulated incident to budget, personnel, general services and other administrative activities.</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p><u>RECORDS OF THE U.S. MISSION TO NATO</u></p>		
13	<p>NATO Mission Central Subject File.</p> <p>Consisting of telegrams, airgrams, and other documents concerning the political, economic, defense, and other substantive activities of NATO members and relevant non-member countries.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
14	<p>Political and Economic Section Working Files.</p> <p>DESTROY AFTER PURPOSE HAS BEEN SERVED OR WHEN 3 YEARS OLD WHICHEVER OCCURS FIRST.</p> <p><u>RECORDS OF THE U.S. MISSION TO THE EUROPEAN OFFICE OF THE UN AND OTHER INTERNATIONAL ORGANIZATIONS.</u></p>		
15	<p>International Economic Affairs General Subject and Country Files (Generally referred to as the GATT Files but encompassing ITC, EC and other international organizations and activities as well).</p> <p>Consisting of correspondence, memoranda, telegrams, airgrams, and documents of GATT, EC and other International Economic organizations concerned primarily with GATT activities and operations and US activities related thereto.</p> <p><i>Permanent offer to National Archives when 30 years old</i> PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN THIRTY YEARS OLD.</p>		
16	<p>Article Files</p> <p>Documents and related correspondence concerning specific GATT Articles. This material is now maintained as a part of the General Subject/Country File.</p> <p>PERMANENT. OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p>		

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17	<p>UNCTAD Subject Files.</p> <p>Consisting of telegrams, airgrams, correspondence, memorandums, etc. concerning the activities and operations of UNCTAD and US actions relative thereto.</p> <p>a. Position Papers and records concerning policy, function and organization. <i>Destroy when 25 yrs old.</i> PERMANENT. OFFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p> <p>b. All other files. DESTROY WHEN 3 YEARS OLD.</p>		
18	<p>ECE General Subject File.</p> <p>Consisting of telegrams, airgrams, correspondence and other documentation concerning ECE activities and operations and US actions relative thereto.</p> DESTROY WHEN 2 YEARS OLD.		
19	<p>UN Specialized Agency Subject Files.</p> <p>Consisting of correspondence, telegrams, airgrams and other documents dealing with the activities of ITU, ILO and other Specialized Agencies of the UN.</p> <p>a. Records dealing with policy, structure and organization. <i>Destroy when 25 yrs. old</i> PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p> <p>b. All other records. DESTROY WHEN 5 YEARS OLD.</p>		
20	<p>International Organization Document Collections.</p> <p>Consisting of documents issued by GATT, UNCTAD, ECE and other International Organizations.</p> DESTROY WHEN 3 YEARS OLD.		

CHH per conversation with Paul Murphy

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21	<p>Narcotics General Subject File.</p> <p>General correspondence, position papers, telegrams, etc. concerning drug control and regulation and other matters relating to narcotics.</p> <p>DESTROY WHEN 10 YEARS OLD.</p>		
22	<p>UN Commission of Narcotics Drugs File.</p> <p>Documentation of commission meetings and related position papers, communications, reports, etc.</p> <p>a. Position Papers and policy documents <i>Destroy when 25 years old.</i> PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD. <i>1 ft.</i></p> <p>b. All other records.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		<p><i>per conversation with Paul Murphy</i></p>
23	<p>Applicant Files - UN Specialized Agencies.</p> <p>Correspondence with Specialized Agencies of UN and with the Bureau of International Organization Affairs regarding vacancies, potential candidates and related matters.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
24	<p>Conference Arrangements Records</p> <p>Consisting of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including copy of accreditation letter to UN Office, Geneva.</p> <p>a. Presidential and CODEL visits.</p> <p>DESTROY WHEN 10 YEARS OLD.</p> <p>b. All Other Precedent Cases.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		

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	c. All Other Records. DESTROY WHEN 1 YEAR OLD.		