Rec'd NCO 2Jan81 ltr

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-59-81-2

DATE RECEIVED

January 13, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-12-81 — Date

Robert M. Warner — 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 of Administration

3 MINOR SUBDIVISION
Office of Communications, Foreign Operations

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
1/5/81	William F. Farrell	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
JPD 2/4/81 1.	Post Files. Consist of telegrams, letters, memorandums, diagrams, and reports pertaining to communications operations matters such as telex facilities, Communications Center construction, generators, telephone, radio, teletype and cryptographic equipment, etc. Filed alphabetically by post name and blocked annually. Transfer to WNRC when 3 yrs old. Destroy when 10 years old.		
JPD 2/4/81 2.	Subject Files. Consist of telegrams, airgrams, letters, memorandums, reports, and related correspondence pertaining to policy and procedural matters regarding the communications program overseas. a. Documentation of communications policy including agreements, plans, etc. Transfer to WNRC when 3 yrs old. Destroy when 25 years old. b. Operations documents including crypto authoriza-		4 items

115-107

Closed Out: 2-17-81: K.T.D.
Copy sent to Agency, NCW; NNF

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

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
	tions, personnel and service matters, etc. Transfer to WNRC when 3 yrs old. Destroy when 10 years old.		
jes 3. 2/4/81	"Action" Files. Consist of communications with posts on routine communications operations matters. Filed chronologically. Transfer to WNRC when 3 yrs old. Destroy when 5 years old.		