

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-96-017

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/3/2020

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except the ones listed below are active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by N1-059-10-017/3

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-59-96-17
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	11/4/96
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Information Management		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5. TELEPHONE 202-647-7123	DATE	ARCHIVIST OF THE UNITED STATES
		12-16-96	<i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10/1/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Records Officer, Department of State
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
115-109	SEE ATTACHED SCHEDULE		

1. Post Reports.

Each embassy prepares a Post Report (booklet) that covers all posts within the embassy's jurisdiction. Post Reports provide relevant facts and useful information to Department personnel. Post Reports cover information on: the host country (area, climate, commerce, communications, conditions (local inadequacies and hardships), customs pertinent to social behavior, education, employment, geography, health, medicine, population, public institutions, and transportation); the American Embassy (administrative policies and procedures, clothing, commissary privileges, education, food, housing, official functions, recreation); and notes for travelers (currency, customs, duties, exchange, firearms, holidays (local), recommended reading, travel procedures to follow, taxes, and weights). There are also exhibits and photographs of typical scenes.

a. Master Set.

Volume on hand: 2 boxes. Annual accumulation: 1 box

Disposition: Permanent. Retire to RSC after update for transfer to WNRC. Transfer to the National Archives when 25 years old. Must have a full FRC carton for transfer.

b. All Other Copies.

Disposition: Destroy when updated or when no longer needed.

2. Key Officers of Foreign Service Posts Publication

A guide for American business representatives that lists key officers at all Foreign Service posts with whom the representative would likely contact. All embassies, consulates general, consulates, and missions are listed.

Disposition: Destroy when updated or no longer needed.