ADMINISTRATION
AGREEMENT TO TRANSFER RECORDS TO
THE NATIONAL ARCHIVES OF THE UNITED STATES

TERMS OF AGREEMENT

The records described below and on the attached ___ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The unifying agency certifies that any restrictions on the use of these records are in accordance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1255 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1255 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any records, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 119) of the transferring agency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL

Signature:

Date:

2B. NAME, TITLE MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AIM/IP/IPS/PP)
U.S. Department of State
Washington, DC 20520-1512

3A. NARA APPROVAL

Signature:

Date:

3B. NAME, TITLE MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AIM/IP/IPS/PP)
U.S. Department of State
Washington, DC 20520-1512

RECORDS INFORMATION

4A. RECORDS SERIES TITLE

Subject Files

4B. DATE SPAN OF SERIES

1958-1975

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Assistant Secretary for Administration

5C. AGENCY MINOR SUBDIVISION


5D. UNIT THAT CREATED RECORDS


5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name:

Telephone Number: (___)

6. DISPOSITION AUTHORITY:

RMI(A) 070102

7. IS SECURITY CLASSIFIED INFORMATION PRESENT? ☐ NO ☒ YES

LEVEL: ☐ Confidential ☐ Secret ☐ Top Secret

SPECIAL MARKINGS: ☐ RD/FRD ☐ SCI ☐ NATO ☐ Other

INFORMATION STATUS: ☐ Segregated ☐ Declassified

8. CURRENT LOCATION OF RECORDS

Agency (Complete 8A only)

Federal Records Center (Complete 8B only)

8A. ADDRESS

RSC, Room 1512

Department of State

Washington, DC 20520-1512

8B. FRC ACCESION NUMBER

CONTAINER NUMBER(S)

Records held by agency.

See attached list.

9. PHYSICAL FORMS

☑ Paper Documents ☐ Posters

☐ Paper Publications ☐ Maps and Charts

☐ Microfilm / Microfiche ☐ Arch / Eng Drawings

☐ Electronic Records ☐ Motion / Sound / Video

☑ Photographs ☐ Other (specify):

10. VOLUME:

Cu. Mtr. ___ (Cu. Ft. 20 ___) Number ___ 20 Type FRC

11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES

ASAP

12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?

☐ YES ☒ NO (If no, attach limits on use and justification.)

Classified docs randed for NARA withdrawal.

13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?

☐ YES ☒ NO (If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)

14. ATTACHMENTS

☐ Agency Manual Excerpt ☐ Listing of Records Transferred

☐ Additional Description ☐ NA Form 14057 or Equivalent

☐ Privacy Act Notice ☐ Microform Inspection Report

☐ Other (specify): ☐ SF(s) 135

15. RECORDS INFORMATION

See attached list.

Priority TVB/35A

16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature:

Date:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

17. NATIONAL ARCHIVES ACCESSION NO.

NARA - SS-97-80

RS 256-09/81
ASSISTANT SECRETARY OF STATE FOR ADMINISTRATION

Subject Files

WNRC Acc. No. 59-73-13       Boxes 1-2
WNRC Acc. No. 59-88-112       boxes 1-3
WNRC Acc. No. 59-88-113       boxes 1-6
WNRC Acc. No. 59-88-114       boxes 1-4
WNRC Acc. No. 59-88-115       boxes 1-5
**AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES**

**TERMS OF AGREEMENT**

The records described below and on the attached pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in accordance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2106, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR Part 1250 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1250 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL

Signature: [Signature]

Date: 8/15/79

2B. NAME, TITLE, MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AIMIPS/PP)
U.S. Department of State
Washington, DC 20520-1512

3A. NARA APPROVAL

Signature: [Signature]

Date: 

3B. NAME, TITLE, MAILING ADDRESS


**RECORDS INFORMATION**

<table>
<thead>
<tr>
<th>RECORDS SERIES TITLE</th>
<th>See attached list.</th>
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<td>RH(A) 080202/080703</td>
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<td>☐ Top Secret</td>
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<td>☐ Federal Records Center (Complete 8B only)</td>
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<tr>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>RSC, Room 1512</td>
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<tr>
<td>Department of State</td>
</tr>
<tr>
<td>Washington, DC 20520-1512</td>
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<tr>
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<tr>
<td>Records held by agency.</td>
</tr>
<tr>
<td>See attached list.</td>
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| VOLUME: |
| Cu. Mtr. | (Cu. Ft. 113) |

| CONTAINERS: |
| TUBES & |
| FRC |

| DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES |
| ASAP |

| ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE? |
| ☐ YES ☑ NO |

| (If yes, attach limits on use and justification.) |
| Classified docs tabbed for NARA withdrawal. |

| ARE RECORDS SUBJECT TO THE PRIVACY ACT? |
| ☐ YES ☑ NO |

| (If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.) |

<table>
<thead>
<tr>
<th>ATTACHMENTS</th>
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<tbody>
<tr>
<td>☐ Agency Manual Excerpt</td>
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<td>☐ Additional Description</td>
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<td>☐ Privacy Act Notice</td>
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<tr>
<td>☐ NA Form 14097 or Equivalent</td>
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<td>☐ Microform Inspection Report</td>
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**NARA PROVIDES**

**SHIPPING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION**

**RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES**

Signature: [Signature]

Date: 

**AUTHORIZED UNIVERSITY LIBRARY**

[Signature]

Date: 9/11/79
BUREAU OF ADMINISTRATION
 Foreign Buildings Operations

Blueprints and Drawings

WNRC Acc. No. 59-74-37 rolls 1-21
WNRC Acc. No. 59-74-38 rolls 1-48
WNRC Acc. No. 59-74-39 rolls 1-92
WNRC Acc. No. 59-76-2
WNRC Acc. No. 59-79-42

Maps, Surveys, and Topographic Studies

WNRC Acc. No. 59-76-3
**AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES**

**TERMS OF AGREEMENT**

The records described below and on the attached pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2109, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It agrees that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 38 CFR Part 21 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 38 CFR Part 2183 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

**2A. AGENCY APPROVAL**

Signature: [Signature]

Date: 8/21/97

**2B. NAME, TITLE, MAILING ADDRESS**

Kenneth F. Rossman
Acting Chief (AV/IM/IPS/PP)
U.S. Department of State
Washington, DC 20520-1512

**3A. NARA APPROVAL**

Signature: [Signature]

Date: [Date]

**3B. NAME, TITLE, MAILING ADDRESS**

**RECORDS INFORMATION**

**4A. RECORDS SERIES TITLE**

Communications - Policy Files

**4B. DATE SPAN OF SERIES**

1945-1980

**5A. AGENCY OR ESTABLISHMENT**

DEPARTMENT OF STATE

**5B. AGENCY MAJOR SUBDIVISION**

Bureau of Administration

**5C. AGENCY MINOR SUBDIVISION**

Office of Communications

**5D. UNIT THAT CREATED RECORDS**

**5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS**

Name: [Name]

Telephone Number: [Number]

**6. DISPOSITION AUTHORITY:**

RMH(A) 070101

**7. IS SECURITY CLASSIFIED INFORMATION PRESENT?**

☑ NO ☐ YES

LEVEL: ☐ Confidential ☐ Secret ☐ Top Secret

SPECIAL MARKINGS: ☐ ROPRD ☐ SCI ☐ NATO

INFORMATION STATUS: ☐ Segregated ☐ Declassified

**8. CURRENT LOCATION OF RECORDS**

Agency (Complete 8A only)

Federal Records Center (Complete 8B only)

**8A. ADDRESS**

RSC, Room 1512

Department of State

Washington, DC 20520-1512

**8B. FRC ACCESION NUMBER**

CONTAINER NUMBER(S)

Records held by agency. See attached list.

**9. PHYSICAL FORMS**

(Attach any additional description.)

☐ Paper Documents ☐ Paper Publications

☐ Microfilm / Microfiche ☐ Electronic Records

☐ Photographs ☐ Other (specify): [Specify]

**10. VOLUME:**

Cu. Mtr. ☐ (Cu. Ft. 22.) Number 22 Type FRC

**11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES**

ASAP

**12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?**

☐ YES ☑ NO (If no, attach limits on use and justification.)

Classified docs tabbed for NARA withdrawal.

**13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?**

☐ YES ☑ NO (If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)

**14. ATTACHMENTS**

☐ Agency Manual Excerpt ☐ Listing of Records Transferred

☐ Additional Description ☐ NA Form 14097 or Equivalent

☐ Privacy Act Notice ☐ Microform Inspection Report

☐ Other (specify): [Specify] ☐ SF(s) 135

**FRC LOCATION**

Priority IVB/35B

**NARA PROVIDES**

3. SHIPPING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

**16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES**

Signature: [Signature]

Date: [Date]

**17. NATIONAL ARCHIVES ACCESSION NO.**

NN3-59-97-8
BUREAU OF ADMINISTRATION  
Office of Communications

Communications - Policy Files

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<td>59-89-21</td>
<td>boxes 1-3</td>
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<tr>
<td>59-91-56</td>
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</table>
AGREEMENT TO TRANSFER RECORDS TO
THE NATIONAL ARCHIVES OF THE UNITED STATES

1. INTERIM CONTROL NO. (NARA Use Only)

TERMS OF AGREEMENT

The records described below and on the attached pages are deposited in the
National Archives of the United States in accordance with 44 U.S.C. 2107. The
writing agency certifies that any restrictions on the use of these records are in
accordance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the
responsibility of the Archivist of the United States at the time of transfer of the
records. It is agreed that these records will be administered in accordance with the
provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1252 and such other
rules and regulations as may be prescribed by the Archivist of the United States
(see Archivist). Unless specified and justified below, no restrictions of the use of
these records will be imposed other than the general and specific restrictions on
the use of records in the National Archives of the United States that have been
published in 36 CFR Part 1255 or in the Guide to the National Archives of the
United States. The Archivist may destroy, donate, or otherwise dispose of any
containers, duplicate copies, unused forms, blank stationery, nonarchival printed or
processed material, or other nonrecord material in any manner authorized by law
or regulation. Without further consent, the Archivist may destroy deteriorating or
damaged documents after they have been copied in a form that retains all of the
information in the original document. The Archivist will use the General Records
Schedule and any applicable records disposition schedule (SF 115) of the transferring
gency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL

Signature:
Date:

3A. NARA APPROVAL

Signature:
Date:

2B. NAME, TITLE, MAILING ADDRESS

Kenneth F. Rossman
Records Officer (A/IM/IS/Q/S/IA)
U.S. Department of State
Washington, DC 20520-1512

3B. NAME, TITLE, MAILING ADDRESS

RECORDS INFORMATION

4A. RECORD SERIES TITLE

Management Subject Files

Lot 62D220

4B. DATE SPAN OF SERIES 1946-60

4C. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

4D. AGENCY MAJOR SUBDIVISION

Bureau of Administration

4E. AGENCY MINOR SUBDIVISION

Office of Management

4H. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: __________________________
Telephone Number: (____) ________

6. DISPOSITION AUTHORITY: RSH(A) 310103

7. IS SECURITY CLASSIFIED INFORMATION PRESENT? □ NO □ YES

LEVEL: □ Confidential □ Secret □ Top Secret

SPECIAL MARKINGS: □ RD/FDRD □ SCI □ NATO □ Other

INFORMATION STATUS: □ Segregated □ Declassified

8. CURRENT LOCATION OF RECORDS

X Agency (Complete 8A only)
____ Federal Records Center (Complete 8B only)

8A. ADDRESS

OIS/RA/RD-RSC, Room 1512
Department of State
Washington, DC 20520

8B. RECORDS RECEIVED AND TO BEOMICIZED

RSC box 367

NOTE: These records are the TS portion of this Lot. The remaining
records are in WNRCC Acc. No. 59-69A3646 boxes 436-438 (accessioned).

NARA PROVIDES

16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature:
Date:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

17. NATIONAL ARCHIVES ACCESSION NO.

NAA3-SQ-9L-117

Prescribed by NARA 36 CFR 1228

18. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature:
Date:

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

SF 258 (9/85)
AGREEMENT TO TRANSFER RECORDS TO
THE NATIONAL ARCHIVES OF THE UNITED STATES

1. INTERIM CONTROL NO. (NARA Use Only)

TERMS OF AGREEMENT

The records described below and on the attached _____ pages are deposited in the
National Archives of the United States in accordance with 44 U.S.C. 2107. The
depositing agency certifies that any restrictions on the use of these records are in
conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the
responsibility of the Archivist of the United States at the time of transfer of the
records. It is agreed that these records will be administered in accordance with the
provisions of 44 U.S.C. Chapter 21, 56 CFR XII, 56 CFR Part 1250 and such other
rules and regulations as may be prescribed by the Archivist of the United States (the
Archivist). Unless specified and justified below, no restrictions of live use of
these records will be imposed other than the general and specific restrictions on
the use of records in the National Archives of the United States that have been
published in 56 CFR Part 1250 or in the Guide to the National Archives of the
United States. The Archivist may destroy, donate, or otherwise dispose of any
containers, duplicate copies, unused forms, blank stationary, nonarchival printed or
processed material, or other nonrecord material in any manner authorized by law
or regulation. Without further consent, the Archivist may destroy deteriorating or
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information in the original document. The Archivist will use the General Records
Schedule and any applicable records disposition schedule (SF 115) of the transferring
agency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL
Signature _____________________________ Date __________
Margaret J. Pepper, Acting
Records Officer A/RPS/IPS/PP
U.S. Department of State
Washington, DC 20520-1512

3A. NARA APPROVAL
Signature _____________________________ Date __________

RECORDS INFORMATION

4A. RECORDS SERIES TITLE
Report entitled THE DEVELOPMENT OF UNITED STATES PARTICIPATION IN
INTERGOVERNMENT EFFECTS TO RESOLVE REFUGEE PROBLEMS,
1938-1966

9. PHYSICAL FORMS
☐ Paper Documents ☐ Posters
☐ Paper Publications ☐ Maps and Charts
☐ Microfilm / Microfiche ☐ Arch / Eng Drawings
☐ Electronic Records ☐ Motion / Sound / Video
☐ Photographs ☐ Other (specify): __________

10. VOLUME:
Cu. Mt. ____ (Cu. Ft. 21/32) Number ______ Type __ FRC

11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES
ASAP

12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?
☐ YES ☐ NO
(If no, attach limits on use and justification,
classified documents either marked or withheld)

13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?
☐ YES ☐ NO
(If yes, cite Agency System Number and
Federal Register volume and page number of
most recent notice and attach a copy of
this notice.)

14. ATTACHMENTS
☐ Agency Manual Excerpt ☐ Listing of Records Transferred
☐ Additional Description ☐ NA Form 14097 or Equivalent
☐ Privacy Act Notice ☐ Microform Inspection Report
☐ Other (specify): SF(a) 135

NARA PROVIDES

PAGING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

18. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES
Signature _____________________________ Date __________

17. NATIONAL ARCHIVES ACCESSION NO.
NA3-59-99-24

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

SF 259 (9/86)

Prescribed by NARA 36 CFR 1225

Margaret J. Pepper, Acting
Records Officer A/RPS/IPS/PP
U.S. Department of State
Washington, DC 20520-1512

RSC, Room 1512
Department of State
Washington, DC 20520-1512

RSC Lot 71D294 (part) box 3070 (part)
Remainder of Lot will be scheduled for destruction

Priority V/22
AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES

TERMS OF AGREEMENT

The records described below and on the attached pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2106, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR Part 1256 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationary, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL

Signature

Date

2B. NAME, TITLE, MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AIV/IPS/PP)
U.S. Department of State
Washington, DC 20520-1512

3A. NARA APPROVAL

Signature

Date

3B. NAME, TITLE, MAILING ADDRESS

RECORDS INFORMATION

4A. RECORDS SERIES TITLE

Department of State Annual Budget Files

4B. DATE SPAN OF SERIES

1948-1977

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Bureau of Administration

6A. VOLUME:

CONTAINERS:

Cu. Mtr. (Cu. Ft.) 152 Number 152 Type FRC

9. PHYSICAL FORMS

- Paper Documents
- Paper Publications
- Microfilm / Microfiche
- Electronic Records
- Photographs

10. PHYSICAL FORMS

- Posters
- Maps and Charts
- Arch / Eng Drawings
- Motion / Sound / Video

11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES

ASAP

12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?

☑ YES ☐ NO (If no, attach limits on use and justification.)

Classified docs tabbed for NARA withdrawal.

13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?

☐ YES ☐ NO

(If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)

14. ATTACHMENTS

- Agency Manual Excerpt
- Listing of Records Transferred
- Additional Description
- NA Form 14097 or Equivalent
- Privacy Act Notice
- Microform Inspection Report

15. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature

Date

17. NATIONAL ARCHIVES ACCESSION NO.

N3 - S9 - 97 - 2Z

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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AGREEMENT TO TRANSFER RECORDS TO
THE NATIONAL ARCHIVES OF THE UNITED STATES

TERMS OF AGREEMENT

The records described below and on the attached pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in accordance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR Part 1066 and such other rules and regulations as may be prescribed by the Archivist of the United States (the Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL

Signature: ___________________________ Date: 8/11/87

2B. NAME, TITLE, MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AV/IPS/PP)
U.S. Department of State
Washington, DC 20520-1512

3A. NARA APPROVAL

Signature: ___________________________ Date

3B. NAME, TITLE, MAILING ADDRESS

See attached list.

4A. RECORDS SERIES TITLE

See attached list.

4B. DATE SPAN OF SERIES

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Bureau of Administration

5C. AGENCY MINOR SUBDIVISION

1. UNIT THAT CREATED RECORDS

5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: ___________________________
Telephone Number: (______)

6. DISPOSITION AUTHORITY:

RMH(A) 071301(a)/071301(c)/071310(a)

7. IS SECURITY CLASSIFIED INFORMATION PRESENT? No □ Yes □
LEVEL: □ Confidential □ Secret □ Top Secret
SPECIAL MARKINGS: □ RDF/FDR □ SCI □ NATO □ Other
INFORMATION STATUS: □ Segregated □ Declassified

8. CURRENT LOCATION OF RECORDS

Agency (Complete 6A only)

Federal Records Center (Complete 6B only)

5A. ADDRESS

RSC, Room 1512

Department of State

Washington, DC 20520-1512

5B. FRC ACCESSION NUMBER

CONTAINER NUMBER(S)

Records held by agency.

See attached list.

8C. FRC LOCATION

Priority IVB/41

9. PHYSICAL FORMS

Paper Documents □ Poster □
Paper Publications □ Maps and Charts □
Microfilm / Microfiche □ Arch / Eng Drawings
Electronic Records □ Motion / Sound / Video
Photographs □ Other (specify): ___________________________

10. VOLUME:

Number: ___________ Type: ___________

11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES

Asap

12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?

□ Yes □ No (If no, attach limits on use and justification.)

13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?

□ Yes □ No (If yes, cite Agency System Number and
Federal Register volume and page number of most recent notice and
attach a copy of this notice.)

14. ATTACHMENTS

Agency Manual Excerpt □ Listing of Records Transferred
Additional Description □ NA Form 14097 or Equivalent
Privacy Act Notice □ Microform Inspection Report
Other (specify): □ SF(s) 135

15. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature: ___________________________ Date:

17. NATIONAL ARCHIVES, ACCESSION NO.

NAA-N-5947-42

5F. INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Prescribed by NARA 36:CFR 1225
BUREAU OF ADMINISTRATION

Department and Foreign Service Regulatory and Procedural Issuances (Master Set), 1942-1973

WNRC Acc. No. 59-72A1739 boxes 289-301
WNRC Acc. No. 59-76-22 boxes 1-3
WNRC Acc. No. 59-76-34 boxes 1-27
WNRC Acc. No. 59-80-61 boxes 1-45

Department and Foreign Service Regulatory and Procedural Issuances (Background and Docket Files), 1961-1971

WNRC Acc. No. 59-75-80 boxes 1-19

Forms Control Files (Master Set), 1945-1972

WNRC Acc. No. 59-78-96 boxes 1-3
WNRC Acc. No. 59-79-85 boxes 1-5
**AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES**

**TERMS OF AGREEMENT**

The records described below and on the attached pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in accordance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2105, custody of these records becomes the responsibility of the Archives of the United States at the time of transfer of the records. The Archivist shall administer in accordance with the provisions of 44 U.S.C. Chapter 21, 36 C.F.R. Part 228 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have been copied in a form which retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

**2A. AGENCY APPROVAL**

Signature: [Signature]

Date: 8/14/7

**3A. NARA APPROVAL**

Signature: [Signature]

Date: [Date]

**2B. NAME, TITLE, MAILING ADDRESS**

Kenneth F. Rossman
Acting Chief (A/IMIPS/IPP)
U.S. Department of State
Washington, DC 20520-1512

**3B. NAME, TITLE, MAILING ADDRESS**


**RECORDS INFORMATION**

<table>
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<tr>
<th>4A. RECORDS SERIES TITLE</th>
<th>Special Collections</th>
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<th>5A. AGENCY OR ESTABLISHMENT</th>
<th>DEPARTMENT OF STATE</th>
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<tr>
<td>5B. AGENCY MAJOR SUBDIVISION</td>
<td>Bureau of Administration</td>
</tr>
<tr>
<td>5C. AGENCY MINOR SUBDIVISION</td>
<td>Information Management</td>
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<tr>
<th>6A. UNIT THAT CREATED RECORDS</th>
<th>Ofc. of Freedom of Info, Privacy &amp; Classifica</th>
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| 6B. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS | Name: [Name]

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<th>Telephone Number: [Number]</th>
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<th>7. DISPOSITION AUTHORITY</th>
<th>NI-59-92-10, Item 1</th>
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<th>7A. IS SECURITY CLASSIFIED INFORMATION PRESENT?</th>
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<td>7C. SPECIAL MARKINGS: RD/FRD ☑ SCI ☒ NATO ☐</td>
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<td>7D. OTHER: ☐</td>
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<th>8. CURRENT LOCATION OF RECORDS</th>
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<td>8A. ADDRESS</td>
<td>RSC, Room 1512</td>
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<tr>
<td>8B. ADDRESS</td>
<td>Department of State</td>
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<th>8B. FRC ACCESSION NUMBER</th>
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<th>9. PHYSICAL FORMS</th>
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<td>10. VOLUME:</td>
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<tr>
<td>Mtr. (Cu. Ft.)</td>
<td>Number</td>
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<tr>
<td>Type</td>
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<th>11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES</th>
<th>ASAP</th>
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<tr>
<th>12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?</th>
<th>YES ☑ NO ☒</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?</td>
<td>YES ☑ NO ☒</td>
</tr>
<tr>
<td>(If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)</td>
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<tr>
<th>14. ATTACHMENTS</th>
<th>Agency Manual Excerpt ☐ Listing of Records Transferred ☐ Additional Description ☐ NA Form 14097 or Equivalent ☐ Privacy Act Notice ☐ Microform Inspection Report ☐ Other (specify): ☐</th>
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<th>16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES</th>
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<th>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION</th>
<th>Prescribed by NARA 36 C.F.R. 1226</th>
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# AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES

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### 2A. AGENCY APPROVAL

Signature: 
Date: 8/12/99

### 2B. NAME, TITLE, MAILING ADDRESS

Margaret Peppe, Acting
Records Officer A/RPS/IP/PP, SA-2
U.S. Department of State
Washington, DC 20522-6001

### 3A. NARA APPROVAL

Signature: 
Date: 

### 3B. NAME, TITLE, MAILING ADDRESS


## RECORDS INFORMATION

### 4A. RECORDS SERIES TITLE

RECORDS RELATING TO AGENT ORANGE (Special Collection)

### 4B. DATE SPAN OF SERIES

1961-1974

### 5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

### 5B. AGENCY MAJOR SUBDIVISION

Office of Administration

### 5C. AGENCY MINOR SUBDIVISION

Office of Information Services

### 5D. UNIT THAT CREATED RECORDS


### 5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: 
Telephone Number: (___)

### 6. DISPOSITION AUTHORITY:

N1-59-92-10, Item 1

### 7. IS SECURITY CLASSIFIED INFORMATION PRESENT?

□ NO □ YES (Attach any additional description.)

### 8. CURRENT LOCATION OF RECORDS

X Agency (Complete 8A only) 
Federal Records Center (Complete 8B only)

### 8A. ADDRESS

RSC, Room 1512
Department of State
Washington, DC 20520-1512

### 8B. FRC ACCESION NUMBER

CONTAINER NUMBER(S)

RSC Lot 90D309 boxes 61-62 Priority V/56

### 9. PHYSICAL FORMS

☐ Paper Documents ☐ Posters
☐ Paper Publications ☐ Maps and Charts
☐ Microfilm / Microfiche ☐ Arch / Eng Drawings
☐ Electronic Records ☐ Motion / Sound / Video
☐ Photographs ☐ Other (specify): 

### 10. VOLUME:

Cu. Mtr. (Cu. Ft. ___) Number ___ Type FRC

### 11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES

ASAP

### 12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?

□ YES □ NO (If no, attach limits on use and justification.)

### 13. ARE RECORDS SUBJECT TO THE PRIVACY ACT?

(If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)

□ YES □ NO

### 14. ATTACHMENTS

☐ Agency Manual Excerpt ☐ Listing of Records Transferred
☐ Additional Description ☐ NA Form 14097 or Equivalent
☐ Privacy Act Notice ☐ Microform Inspection Report
☐ Other (specify): ☐ SF(s) 135

### 15. SHIPPING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

RG

### 16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES

Signature: 
Date: 

### 17. NATIONAL ARCHIVES ACCESSION NO.

N73-59-99-56