UNDER SECRETARY FOR MANAGEMENT
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. 2103, 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, 38 CFR XII, 38 CFR Part 1285 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 1285 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 7/19/77

3A. NARA APPROVAL

Signature

Date

2B. NAME, TITLE, MAILING ADDRESS

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

3B. NAME, TITLE, MAILING ADDRESS

RECORDS INFORMATION

4A. RECORDS SERIES TITLE

MANAGEMENT SUBJECT AND NAME FILES

4B. DATE SPAN OF SERIES

1964–1975

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Under Secretary for Management & predecessors

5C. AGENCY MINOR SUBDIVISION

6A. UNIT THAT CREATED RECORDS

6B. AGENCY PERSON WITH WHOM TO CONFERENCE ABOUT THE RECORDS

Name: ____________________________
Telephone Number: (____) __________

6C. DISPOSITION AUTHORITY

RMH(A) 310103

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

X Agency (Complete BA only)

Federal Records Center (Complete BB only)

6A. ADDRESS

RSC, Room 1512

Department of State

Washington, DC 20520-1512

6D. FRO ACCESSION NUMBER

CONTAINER NUMBER(S)

Records held by agency.

See attached list.

9. PHYSICAL FORMS

(Attach any additional description.)

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

10. VOLUME:

Cu. Mr. (Cu. Ft 31 ) 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 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 ☐ Microfilm Inspection Report
☐ Other (specify): __________________________

15. SHIPPING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

RG

9

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

Signature

Date

17. NATIONAL ARCHIVES ACCESSION NO.

NN3-59-97-33

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

SP 259 (Rev 8/91)

Prescribed by NARA 38 CFR 121
UNDER SECRETARY FOR MANAGEMENT
(AND PREDECESSORS)

WNRC Acc. No. 59-72A1739 boxes 302-308
WNRC Acc. No. 59-79-114 boxes 1-4
WNRC Acc. No. 59-79-116 boxes 1-3
WNRC Acc. No. 59-79-117 boxes 1-4
WNRC Acc. No. 59-80-72 boxes 1-7
WNRC Acc. No. 59-89-43 box 1
WNRC Acc. No. 59-89-44 boxes 1-4
WNRC Acc. No. 59-89-45 box 1
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
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. 2103, 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 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 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

2B. NAME, TITLE/MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AJM/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

MANAGEMENT OPERATIONS POLICY FILES

4B. DATE SPAN OF SERIES

1956–1973

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Under Secretary for Management

5C. AGENCY MINOR SUBDIVISION

Management Operations

6A. UNIT THAT CREATED RECORDS


6B. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: ____________________________
Telephone Number: ____________________________

7. DISPOSITION AUTHORITY:

RMH(A) 310101A

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

LEVEL: □ Confidential □ Secret □ Top Secret
SPECIAL MARKINGS: □ RD □ FRD □ SCI □ NATO □ Other
INFORMATION STATUS: □ Segregated □ Declassified

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. Mr. ______ (Cu. Ft. 60 ) 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): ________________________________________

15. SHIPPING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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

Signature ____________________________ Date ____________________________

NARA PROVIDES

RG 59

17. NATIONAL ARCHIVES ACCESSION NO.

N/N3-59-97-30

SF 258 (9/8)

Prescribed by NARA 36 CFR 12.
UNDER SECRETARY FOR MANAGEMENT

MANAGEMENT OPERATIONS
{M/O}

WNRC Acc. No. 59-68A5098    boxes 642-643
WNRC Acc. No. 59-72A1739    boxes 283-288
WNRC Acc. No. 59-88-120     boxes 1-18
WNRC Acc. No. 59-88-121     box 1
WNRC Acc. No. 59-88-122     boxes 1-6
WNRC Acc. No. 59-88-123     boxes 1-9
WNRC Acc. No. 59-89-47      boxes 1-8
WNRC Acc. No. 59-89-48      boxes 1-2
WNRC Acc. No. 59-96-1280    boxes 1-8
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 conformity 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 XII, 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 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 118) of the transferring agency to dispose of nonarchival materials contained in this deposit.

2A. AGENCY APPROVAL

Signature ___________________________ Date ______/____/____

3A. NARA APPROVAL

Signature ___________________________ Date ______/____/____

23. NAME, TITLE, MAILING ADDRESS

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

39. NAME, TITLE, MAILING ADDRESS

RECORDS INFORMATION

4A. RECORDS SERIES TITLE

INTERAGENCY COMMITTEE FILES

4B. DATE SPAN OF SERIES

1964-1975

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Under Secretary for Management

5C. AGENCY MINOR SUBDIVISION

Management Operations

6A. UNIT THAT CREATED RECORDS

6E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: ____________________________

Telephone Number: ____________________________

6A. UNIT THAT CREATED RECORDS

6E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: ____________________________

Telephone Number: ____________________________

6A. UNIT THAT CREATED RECORDS

6E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: ____________________________

Telephone Number: ____________________________

8. DISPOSITION AUTHORITY:

N1-59-88-21, Item 2

7. IS SECURITY CLASSIFIED INFORMATION PRESENT? ☐ NO ☑ YES
LEVEL: ☐ Confidential ☐ Secret ☐ Top Secret

8. CURRENT LOCATION OF RECORDS

X Agency (Complete 8A only)

☐ Federal Records Center (Complete 6B only)

6A. ADDRESS

RSC, Room 1512

Department of State

Washington, DC 20520-1512

8B. RECORD ACCESSION NUMBER

CONTAINER NUMBER(S)

Records held by agency.

WNRC Acc. No. 59-89-68 boxes 1-2

FRC LOCATION

Priority IVB/11B

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 does not refer to 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): ☐ SF(9) 155

NARA PROVIDES

15. SHIPPING INSTRUCTIONS TO AGENCIES / REMARKS REGARDING DISPOSITION

17. NATIONAL ARCHIVES ACCESSION NO.

N93-59-97-31

50

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Prescribed by NARA 36 CFR 122
AGREEMENT TO TRANSFER RECORDS TO
THE NATIONAL ARCHIVES OF THE UNITED STATES

TERMS OF AGREEMENT

The records described below 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. 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 X, 36 CFR Part 2156 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 documents. 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: [Signature]
Date: [Date]

2B. NAME, TITLE, MAILING ADDRESS

Kenneth F. Rossman
Acting Chief (AQM/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

See attached list

4B. DATE SPAN OF SERIES

5A. AGENCY OR ESTABLISHMENT

DEPARTMENT OF STATE

5B. AGENCY MAJOR SUBDIVISION

Under Secretary for Management

5C. AGENCY MINOR SUBDIVISION

Foreign Service Institute

5D. UNIT THAT CREATED RECORDS

6A. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS

Name: [Name]
Telephone Number: [Number]

6B. DISPOSITION AUTHORITY:

RM(A) 090101/090301(a)/090501(a)

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

LEVEL:
☐ Confidential ☐ Secret ☐ Top Secret

SPECIAL MARKINGS:
☐ R/O/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:

CONTAINERS:

Cu. Mtr. (Cu. Ft. 28 ft.) Number 28 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): SF(3) 135

FRC LOCATION

Priority IV/37

NARA PROVIDES

15. 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.

NN3-59×47-85

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[Stamp]
UNDER SECRETARY FOR MANAGEMENT
Foreign Service Institute

Program Policy Files - Office of the Director

WNRC Acc. No. 59-73-101        boxes 1-3
WNRC Acc. No. 59-79-26          boxes 1-9

Foreign Affairs Executive Seminar - Policy and Procedural Files

WNRC Acc. No. 59-68A5098         boxes 575-578
WNRC Acc. No. 59-78-141          boxes 1-5

School of Languages - Office of the Dean

WNRC Acc. No. 59-78-31           boxes 1-7