



**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

| 7<br>ITEM<br>NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR<br>SUPERSEDED<br>JOB<br>CITATION   | 10 ACTION<br>TAKEN<br><i>(NARS USE<br/>ONLY)</i> |
|-----------------|---|---|--|
| 2               | <p>Disposition Retire to FAIM/RSC when 4 years old Destroy when 10 years old</p> <p>Inspection Reports and Compliance Files (Foreign Service)</p> <p>Consists of reports prepared by the Office of Inspector General with related memorandums and communications pertaining to the effectiveness of each installation, with recommendations for improvement, correspondence including cables, memoranda and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the workpapers</p> <p>a. Master File of reports</p> <p>b. Compliance Files</p> <p>PERMANENT Retire to RSC when 4 years old Transfer to WNRC when 10 years old Offer to the National Archives when 30 years old</p> <p>Est. volume.: 10 cu. ft<br/>Est. annual accumulation 2 cu ft.</p> <p>c. Working papers and log of individuals interviewed.</p> <p>d Extra copies of reports</p> | <p>NC-59-76-5<br/>Item 1(a)</p> <p>NC-59-76-5<br/>Item 2(c)</p> <p>NC-59-76-5<br/>Item 1(b)</p> |  |
| 3               | <p>Inspection Reports and Compliance Files (Departmental)</p> <p>Consists of reports prepared by the Office of Inspector General with related memoranda and communications pertaining to the effectiveness of each office with recommendations and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the workpapers</p> <p>a. Master File of Reports</p> <p>b. Compliance Files</p> <p>PERMANENT Retire to FAIM/RSC when 4 years old Transfer to the WNRC when 10 years old Offer to the National Archives when 30 years old</p> <p>Est. volume 10 cu ft<br/>Est. annual accumulation 2 cu ft</p> <p>c Working papers and log of individuals interviewed</p>  | <p>NC-59-76-5<br/>Item 2(a)</p> <p>NC-59-76-5<br/>Item 2(d)</p>                                 |  |



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| 7<br>ITEM<br>NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9 GRS OR<br>SUPERSEDED<br>JOB<br>CITATION   | 10 ACTION<br>TAKEN<br><i>(NARS USE<br/>ONLY)</i> |
|-----------------|--|---|--|
| 6               | <p>a. Files containing information or allegations which are of an investigative nature but do not relate to specific investigations.</p> <p>Disposition: Destroy when 5 years old.</p> <p>b. All other investigation case files</p> <p>Disposition. Cut off inactive files at end of calendar year. Destroy when 10 years old</p> <p>Case Files on Waste, Fraud and Mismanagement Allegations</p> <p>b. Files on cases which are referred to the Office of the Director General or other Departmental offices for administrative action</p> <p>Disposition: Place in inactive file upon written notification of Director General or other Department of State office review and decision Retain in office for 1 year, then retire to RSC. Destroy 7 years after case becomes inactive. (NC1-59-82-13, item 1b)</p> | <p>GRS 25<br/>Item 3(a)</p> <p>GRS 25<br/>Item 4(b)</p> <p>NC1-59-82-13<br/>Item 1(b)</p> |  |