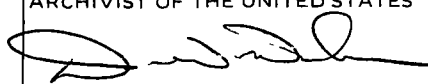



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI-59-8828</i>	DATE RECEIVED <i>4-15-88</i>
1 FROM <i>(Agency or establishment)</i> <b>Department of State</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>OIG</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Betty F. Bates</b>	5 TELEPHONE EXT <b>647 - 6018</b>	DATE <i>7/6/88</i>	ARCHIVIST OF THE UNITED STATES 
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>3/17/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>Kathleen M Lannon Chief, Records Management Staff</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><b>Special Reports and Inquiry Files</b></p> <p>Consists of reports and correspondence pertaining to special inspections -- those precipitated by an event, incident, inspections, etc. Included also is the record of compliance as well as documentation relating to follow-up review of these special reports.</p> <p>a. Master file of reports</p> <p>PERMANENT Retire to FAIM/RSC when 10 years old Transfer to the WNRC when 20 years old. Offer to National Archives when 30 years old</p> <p>Est volume. 4 cu ft. Est annual accumulation 1 cu ft</p> <p>b Compliance Files</p> <p>PERMANENT. Retire to FAIM/RSC when 4 years old Transfer to the WNRC when 20 years old. Offer to National Archives when 30 years old</p> <p>Est. volume 4 cu. ft Est. annual accumulation. 2 cu ft</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO

PAGE

2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	c. Copies of reports  Destroy when 1 year old		