

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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| <b>LEAVE BLANK</b>   |  |
| DATE RECEIVED<br><b>MAR 5 1975</b>   | JOB NO.<br><b>NC - 59-75-12</b>                          |
| NOTIFICATION TO AGENCY   |  |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10 |  |
| <i>4-21-75</i><br>Date   | <i>James B. Rhoads</i><br>Archivist of the United States |

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of State**
2. MAJOR SUBDIVISION  
**Inspector General of Foreign Assistance**
3. MINOR SUBDIVISION  
**Inspection Support Staff**
4. NAME OF PERSON WITH WHOM TO CONFER  
**William F. Farrell, Jr.**
5. TEL. EXT.  
**20491**
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

3/3/75 (Date) *William F. Farrell, Jr.* (Signature of Agency Representative) William F. Farrell, Chief RMS (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO.               | 10. ACTION TAKEN |
|-------------|--|------------------------------------|------------------|
| 1           | <u>Inspection Report File</u><br><br>Record copies of inspections of AID, PL-480, Peace Corps and Military Assistance projects and programs in Washington and overseas. Consists of official memorandum of the Inspection Report and the Agency Reply to the Report. Signed original correspondence of the Inspector's evaluation of the reply and a final accomplishment report make-up the rest of each Inspection Report File.  | <i>Examined w/ State 28 Nov 75</i> |                  |
| 2           | <i>Retain Permanently. Transfer to FRC when 10 year old, offer to National Archives when 30 year old.</i><br><u>Inspection Back-Up Files</u><br>a. <u>Files of Back-Up to Normal Inspections</u><br><br>Consists of material gathered by the Inspectors during their inspections and used to support their reports. Consists of copies of State and other agencies communications and documents, memoranda, statistical reports and hand-outs pertinent to the Inspection.<br><br>1.) Routine Cases<br>Retire to RSC 1 year after Inspection Report written; destroy 4 years after retired to RSC. |                                    |                  |

*Copy to WNRC + Agency 4/22/75*

*4 items*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
|                | <p>2.) Non-Routine Cases (held for future inspection)<br/>Retire to RSC 1 year after Inspection Report written; review 4 years after retired to RSC; destroy upon review or after next inspection.</p> <p>b. <u>Files of Back-Up to Inspections Uncovering Fraud or Maladministration</u></p> <p>Consists of same materials as any back-up file of an inspection as well as copies of correspondence and documents of FBI or Justice arising from the case. Used to support Inspector's Report of Fraud or Maladministration.</p> <p>Retire to RSC 1 year after Inspection Report written; review at 4 years internals in RSC; destroy upon resolution of the case.</p> |                            |                     |