

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUN 17 1975	JOB NO NC-59-75-19
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
Date 7-3-75	<i>James B. Plouffe</i> 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

Bureau of Administration

3. MINOR SUBDIVISION

Office of Security

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

5 TEL. EXT. Cd 101

Ext 28806

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

6/10/75
(Date) *William F. Powell*
(Signature of Agency Representative)

Chief, Records & Reports Mgt. Staff
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Intelligence Reports</p> <p>Consisting of information copies of Intelligence reports received from other agencies.</p> <p>DESTROY when 7 years old or ^{sooner if} when no longer needed in current operations. <i>Non-record</i></p>		
2	<p>Post Security - Subject Files</p> <p>Consisting of documentation of all aspects of Foreign Service post security operations, maintained as a part of the Security Central File.</p> <p>DESTROY when 10 years old.</p>		
3	<p>General Name Check Files</p> <p>a. Files containing derogatory information</p> <p>DESTROY when 20 years old.</p> <p>b. All other files.</p> <p>DESTROY when 3 years old.</p>	<p>NN-172-188, Item 12 <i>30 yr</i></p>	

Copy to Agency 7/15/75

8 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p>Security Survey Reports - Departmental Offices.</p> <p>General correspondence on all aspects of physical and information security in Departmental areas; includes copies of physical and procedural security surveys.</p> <p>DESTROY when 5 years old.</p>	<p>NN-172-188, Item 18 <i>10 yr.</i></p>	
5	<p>Investigative Case Files conducted for other agencies and containing a record of investigations performed at the request of another government agency.</p> <p>a. Case Files containing derogatory material.</p> <p>DESTROY when 15 years old.</p> <p>b. All other Case files.</p> <p>DESTROY when 5 years old.</p>	<p>NN-173-312, Item 1 <i>30 yr.</i></p>	
6	<p>Crank Letters.</p> <p>DESTROY when 3 years old.</p>		