

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JUN 17 1975</b>	JOB NO. <b>NC-59-75-19</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 <b>7-3-75</b>	<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 *William F. Powell* Chief, Records & Reports Mgt. Staff  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>Intelligence Reports</b></p> <p>Consisting of information copies of Intelligence reports received from other agencies.</p> <p>DESTROY when 7 years old or <sup>sooner if</sup> <del>when</del> no longer needed in current operations. <i>Non-record</i></p>		
2	<p><b>Post Security - Subject Files</b></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><b>General Name Check Files</b></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>		