

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 18 1976	JOB NO.
NC 1 - 59-76-18	
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.	
Date 6-14-76	<i>Jane B. Rhoads</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

Office of the Inspector General (S/IG)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Lawrence T. Springer

5. TEL. EXT.

632-8806

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.

May 13, 1976 *William F. Farrell, Jr.* Chief, Records Management Staff (FADRC/RM)
(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>Conduct of Relations (COR) Inspection Working Papers</p> <p>Substantive Working papers concerning policy issues and management, political and economic functions, evaluations of officers. Much of this material was formerly destroyed at the Foreign Service Post due to its sensitivity. Consists of drafts, notes, completed questionnaires, memos of conversation, outlines, and other supporting data.</p> <p>DESTROY ONE YEAR AFTER FINAL REPORT ISSUED.</p>		
2	<p>Conduct of Relations (COR) Audit Working Papers</p> <p>Working papers supporting work performed in administrative and consular functions, recreation associations and commissaries, binational commissions and overseas schools (grant portion only). Includes Inspector's background notes, memoranda, budget and fiscal information, papers on compliance or corrective action taken, and other related documentation.</p> <p>RETIRE TO RECORDS SERVICE CENTER AFTER ONE YEAR. DESTROY WHEN TEN YEARS OLD. (See NN 164-98, item 1a)</p>		
3	<p>Domestic Inspection Working Papers</p> <p>Working papers and background papers on the function of Departmental bureaus or systems, containing outlines and drafts, basic policy documents, program summaries, functional statements, relevant memos of conversation, analyses and conclusions and other data which support findings or conclusions in the final report.</p>		

(see pg. 2 of 2)

Copy to Agency 6-16-76 WO

4 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
3	(cont'd.) RETIRE TO RECORDS SERVICE CENTER (FADRC/RSC) AFTER ONE YEAR. DESTROY WHEN TEN YEARS OLD.		
4	Domestic Audit Working Papers Auditor's working papers on Departmental Bureaus, educational grant programs, contracting policies, personnel system, and special inspections. Includes Inspector's background notes, memoranda, budget and fiscal information, papers on compliance or corrective action taken, and other related documentation. RETIRE TO RECORDS SERVICE CENTER (FADRC/RSC) AFTER ONE YEAR. DESTROY WHEN TEN YEARS OLD. (See NN 164-98, item 1a)		