

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>AUG 6 1976</b>	JOB NO. <b>NC 1-59-76-16</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 "with-drawn" in column 10.</p>	
8-25-76 Date	<i>James B. Glavin</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

Foreign Service Institute

3. MINOR SUBDIVISION

Language Laboratory

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F Murphy, Jr.

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

AUG 2, 1976 *William F. Farrell*  
(Date) (Signature of Agency Representative)

Chief, Records Management Staff  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	NAC Tape Sales File  Consisting of copies of Purchase Orders, Shipping Documents and other records documenting purchase of Language Tapes through the National Audio-visual Center  Destroy when 3 years old.		
2	Attendance Registers documenting time spent by students at the Language Lab.  Destroy when 1 year old.		
3	Master Language Tapes  Destroy when replaced by a revised edition or when no longer required for use by FSI.	NN-173-84, Item 40 <i>Return Ind.</i>	

*Copy to Agency 8-27-76 (D)*  
*Copy to NCRW 8-30-76 (D)*