

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-059-76-16

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-059-99-017 and DAA-GRS-2013-0003-0002

Date Reported: 11/16/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 6 1976	JOB NO. NC 1-59-76-16
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* Chief, Records Management 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	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>Retain Ind.</i>	

Copy to Agency 8-27-76
Copy to NCRW 8-30-76