

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>OCT 26 1976</b>	JOB NO. <b>NC 1 - 59-77-1</b>
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.	
<b>11-5-76</b> Date	<i>James 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  
Bureau of Administration
3. MINOR SUBDIVISION  
Deputy Assistant Secretary for Security
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Oct 29 1976 (Date)      *William F. Farrell* (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
	<p>The records described in Item 1a below are proposed for disposal after microfilming. These records have a retention period of more than 10 years. They will be filmed, used and stored in accordance with the procedures outlined in FPMR 101-11.504, 101-11.505 and 101-11.506. The records described in item 3 are also proposed for disposal after microfilming. These records have a retention period of more than 10 years however the microfilm process we propose to use does not meet the requirements of FPMR 101-11.504. We plan to use an add-on (updateable) technique which uses a specially coated film for producing microfiche. The film is based on a transparent electrophotographic process using a photo-conductor. Images produced are formed by depositing and fixing carbon particles onto a polyester film base. We plan periodic inspection of the microfiche and should any deterioration occur we will make a duplicate fiche using safety-base permanent record film as specified in American National Standards Institute PH 1.25, 1.28, 1.29 and 1.31 and with Federal Standard 125a. <del>We are therefore requesting an exception to the requirements specified in FPMR 101-11.507 insofar as they apply to the proposed disposal action.</del> Deleted per P.F. Murphy, FADRL. <i>12/11/76</i></p>		
	<i>Copy to Agency 11-9-76 AD</i>		<i>7 items</i>

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
1	<p>Investigative Case Files conducted for other agencies.            Contains a record of investigations performed at the request of another agency.</p> <p>a. Case Files containing Derogatory Material.            (1) DESTROY PAPER COPIES AFTER MICROFILMING, (2) DESTROY MICROFILM COPY WHEN 15 YEARS OLD.</p> <p>b. All other Case Files.            DESTROY WHEN 5 YEARS OLD.</p>	NC-59-75-19, Item 5	
2	<p>Intelligence Reports            Consisting of information copies of Intelligence Reports received from other agencies.</p> <p>(a) DESTROY PAPER RECORDS AFTER MICROFILMING, (b) DESTROY MICROFILM COPIES WHEN 7 YEARS OLD.</p>	NC-59-75-19, Item 1	
3	<p>Personnel Security Files            Contains a record of investigations of personnel employed or whose relationship to the Government requires a security clearance.</p> <p>(a) DESTROY PAPER RECORDS AFTER MICROFILMING, (b) DESTROY MICROFILM RECORDS <del>WHEN 30 YEARS OLD.</del> <i>after date of last action.</i></p>	NC-59-75-11, Item 1	

*R. H. Klein, M.D.  
 Rev P.F. Murphy, FADAC  
 29 Oct 76*