

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>NOV 19 1976</b>	JOB NO. <b>NC 1 - 59-77-2</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>	
<i>11-29-76</i> Date	<i>James P. 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, Foreign Service

3. MINOR SUBDIVISION

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.

Nov. 17, 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
1	<p>Conduct of Relations(COR) Inspection Working Papers</p> <p>Consisting of working papers concerning policy issues and management, political and economic functions and performance rating system; audit working papers pertaining to Conduct of Relations Inspections, including 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 align="center">DESTROY 6 YEARS AFTER ISSUANCE OF INSPECTION REPORT.</p>	NC1-59-76-13, Items 1 and 2	
2	<p>Domestic Inspection Working Papers</p> <p>Includes all supporting working papers and background papers related to the function or office being inspected. This includes substantive as well as financial, resource management and compliance supporting working papers; relevant memos of conversation, analyses, budget data, expenditures and conclusions, and any other data which support work performed and findings, conclusions and recommendations in the final report.</p> <p align="center">DESTROY 6 YEARS AFTER ISSUANCE OF INSPECTION REPORT</p>	NC1-59-76-13, Item 3	

*Copy to Agency 12-7-76 CW  
Copy to NCRW 12-7-76 CW*

**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	<p>Domestic Audit Working Papers</p> <p>Working papers supporting audits of educational grants, contract costs and other financial audits, and special inspections. Includes all working papers supporting work performed, analyses and conclusions,</p> <p>DESTROY 6 YEARS AFTER ISSUANCE OF INSPECTION REPORT.</p> <p>Special Malfeasance and Fiscal Irregularity Audits and Inspections <i>Working Papers.</i></p> <p>Includes all working papers supporting work performed, analyses and conclusions.</p> <p>DESTROY WHEN CASES RESOLVED AND ANY LEGAL ACTION COMPLETED.</p>	<p>NCI-59-76-13, Item 4</p> <p>NC-59-76-5 Item 2C</p>	

*By Date, MCO  
 by PFAU/PHY, FADRL  
 26 Nov 76. 4*