

Rev NCI 26 Dec 79 AH

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-59-80-9
DATE RECEIVED	12-26-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-4-80 <i>James P. O'Hall</i> Date <i>acting</i> Archivist of the United States	

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State

2. MAJOR SUBDIVISION  
Bureau of Administration

3. MINOR SUBDIVISION  
Publishing & Reproduction Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Alice L. Harris

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/20/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff (FADRC/RM)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Equipment Reports  Consisting of reports on printing, processing and distribution equipment, including reports to the Joint Committee on Printing, Annual Plant Report, Annual Inventory of Field Plant, and the Report on Stored Equipment.  DESTROY WHEN 3 YEARS OLD, EXCEPT RETAIN <sup>in agency</sup> AS LONG AS NEEDED REPORTS USED FOR ACCOUNTING PURPOSES.  References: RMH App. A, Item 060802; GRS 13, item 6  Justification for authority to supersede GRS (for records retained longer than 3 years): The information in these reports is the source documentation for calculations on the depreciation of equipment and therefore may need to be retained beyond three years.	NN 171-142, item 2  RMH (A) 060802	
2	Production Reports  Monthly and weekly production reports, short order station reports, daily plant and press publication reports, and Reproduction Equipment card.	NN-171-142, item 3  RMH (A) 060803	2 items

115-107  
*Class out 1/7/80*

**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
	<p>DESTROY WHEN 2 YEARS OLD, OR AFTER COMPLETION OF REGULAR DEPARTMENTAL INSPECTION AUDIT.</p> <p>References: RMH App. A, item 060803; GRS 13, item 7</p> <p>Justification for authority to supersede GRS (for records retained longer than 2 years): The latest Inspector General Report (S/IG) stated that their audits of the publishing and reproduction operation are hindered by the unavailability of these reports since they are presently retained for 6 months or 2 years. These administrative audits are conducted about every 3 years.</p>		