

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

*Rec No 10 4 Feb 81 NY*

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of State

2 MAJOR SUBDIVISION  
Office of the Inspector General

3 MINOR SUBDIVISION

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

5 TEL EXT  
632-8806

LEAVE BLANK	
JOB NO	<u>NCI-59-81-3</u>
DATE RECEIVED	<u>February 5, 1981</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>4-9-81</u> <i>Date</i>	<u>[Signature]</u> <i>Archivist of the United States</i>

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 <u>1-30-81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	E. TITLE Chief, Records Management Staff
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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
<u>1.</u>	<p>Case Files on Waste, Fraud and Mismanagement Allegations.</p> <p>Consist of documentation of allegations of waste, fraud and mismanagement reported for investigation to the Office of the Inspector General. Files are maintained by Code Number. Documentation pertaining to an individual involved in a case will be placed in a separate folder within the case file and an index to such files will be separately maintained in a log with reference to the case file code number.</p> <p>a. Files on cases which cannot be substantiated after preliminary investigation.</p> <p>Close case immediately, and place in inactive file. Retain in office for one year, then retire to RSC. Destroy <u>7</u> years after case becomes inactive.</p> <p>b. Files on cases which are referred to the Office of the Director General.</p> <p>Place in inactive file upon written notification of Director General review and decision. Retain in office for one year, then retire to RSC. Destroy <u>7</u> years after case becomes inactive.</p>		<u>4 items</u>

### 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>c. Files on cases which are referred to the Department of Justice or the Attorney General.</p> <p>Place in inactive file when all legal appeals have expired. Retain in office for one year, then retire to RSC. Destroy 7 years after case becomes inactive.</p> <p>d. Case File Logs.</p> <p>Retain in office until no longer needed for reference use.</p>		