

Release
REQUEST FOR RECORD DISPOSITION AUTHORITY
 (See Instructions on reverse)

22 Jun 82
 LEAVE BLANK

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
 Office of Investigations

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

5 TEL EXT
 632-8806

JOB NO
 NCI-59-82-13

DATE RECEIVED
 June 22, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-13-82
 Date

[Signature]
 Archivist of the United States

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
6/14/82	<i>[Signature]</i> Paul F. Murphy, Jr.	Acting Chief, Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Case Files on Waste, Fraud and Mismanagement Allegations.</p> <p>The records contain documentation of allegations of waste, fraud and mismanagement reported to the Office of the Inspector General of the Department of State and the Foreign Service. All files are maintained by a coded case number (which indicates the type of violation or deficiency involved, the date, category or source, incident number and the geographic location). Only those cases which have been referred to the Director General of the Foreign Service, Office of Security, Medical Services or the Department of Justice for review and possible action involving an individual will be retrievable by name. In such cases, a cross-reference to the case file code number will be maintained as a retrieval aid.</p> <p>a. Files on cases which cannot be substantiated after preliminary investigation.</p>	NCI-59-81-3	<p><i>1a</i></p> <p><i>6 items</i></p>

115-107
MDL9 not necessary. M
Closed out. 7-16-82: cm
Copy to agency

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><i>Amended by RDP/lin Per Tolson & W. M. Harbo 17 Jul 82</i></p>	<p>Close case immediately, and place in inactive file. Retain in office for 1 year, then retire to RSC. Destroy 2 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 1 year, then retire to RSC. Destroy 4 years after case becomes inactive.</p> <p>c. Files on cases which are referred to the Department of Justice or the Attorney General.</p> <p>Place in inactive file when prosecution has been completed. Retain in office for 1 year, then retire to RSC. Destroy 4 years after case becomes inactive.</p>	<p><i>1b</i></p> <p><i>1c</i></p>	
<p><i>Amended by RDP/lin Per Tolson & W. M. Harbo 17 Jul 82</i></p>	<p>d. Correspondence containing allegations not meriting investigation.</p> <p><i>Place in inactive file and</i> Retain in office for 1 year, then retire to RSC. Destroy 2 years after placed in inactive file.</p> <p>e. Correspondence containing allegations which merit investigation and are referred to Audit/Inspection Teams.</p> <p>Place in inactive file when investigation has been completed, retain in office for 1 year, then retire to RSC. Destroy 4 years after case becomes inactive.</p>	<p><i>1a</i></p> <p><i>1b</i></p>	
<p><i>2 amended by RDP/lin Per Tolson & W. M. Harbo 9 Jul 82.</i></p>	<p>Allegation Logs/Case Control Sheets.</p> <p>Retain in office, <i>when no longer needed</i> indefinitely for reference.</p>	<p><i>1d</i></p>	