

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

International Boundary Commission

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Lawrence T. Springer

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>SEP 30 1975</b>	JOB NO <b>NC - 76-76-1</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<p>10-16-75 <i>James B. Rhoads</i> Date Archivist of the United States</p>	

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

Sept. 22, 1975  
(Date)

*William F. Farrell, Jr.*  
William F. Farrell, Jr.  
(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	Monthly Fund Status Report (DS-1489)  Reports on field and headquarters allotments, copies of paid vouchers, and related correspondence.  DESTROY ALL REPORTS EXCEPT JUNE 30 REPORT AT END OF CURRENT FISCAL YEAR. DESTROY JUNE 30 REPORT 2 YEARS AFTER CLOSE OF CURRENT FISCAL YEAR.	GRS 5-5b 430 in Budget Off.	
2	Copies of vouchers sent for payment to Budget & Fiscal Office  DESTROY OFFICE COPY AFTER 2 FISCAL YEARS HAVE ELAPSED.	Non-Record	
3	Advice of Allotment (DS-150A), budget worksheets and other related correspondence and documents subsidiary to the machine-produced Funds Status Report  DESTROY 2 YEARS AFTER FISCAL YEAR FOR WHICH RELATED APPROPRIATIONS ARE AVAILABLE FOR OBLIGATION.	GRS 5-4 125	
4	Purchase Order and Requisition File  Copies of requisitions (DS-1659), purchase orders (DS-1089), and similar requests for supplies and services.  DESTROY 2 FISCAL YEARS AFTER FISCAL YEAR IN WHICH PREPARED.	GRS 7-4c Erm.	
Copy to Agency 10-21-75 (A)			10 items

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
5	Routine requests for information about the IBC, its functions, historical background, maps, publications list, etc.  DESTROY WHEN 1 YEAR OLD.	GRS 14-3 3 mo.	
6	Commission Personnel Files  a. Personnel Files of IBC Career employees, unofficial office file  DESTROY 1 YEAR AFTER SEPARATION OF EMPLOYEE.  b. Personnel Files of Temporary IBC employees, of which one copy is sent to CSC and office copy is retained in IBC.  DESTROY 3 MONTHS AFTER SEPARATION OF EMPLOYEE.	GRS 1-18 6 mo.	
7	Blanket Travel Orders authorized by the Commissioner of the IBC for engineers and other field staff.  DESTROY IBC COPY WHEN 3 YEARS OLD.	GRS 9-16 3 yr.	
8	Departmental Instructions on Preparation of Yearly Budget  DESTROY WHEN SUPERSEDED.		
9	Records containing descriptions of monuments and boundary markers. Contains geographic, engineering or technical, and historical information on each of the 8,100 monuments marking the border between the U.S. and Canada.  PERMANENT. RETAIN IN IBC.		