

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-84-94-5
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	3/9/94
2 MAJOR SUBDIVISION All Foreign Service Posts		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION General Services		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Betty Bates	(202) 647-6018	11-8-94	<i>Audrey Huskamp Petersen</i>
6 AGENCY CERTIFICATION			
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
2/25/94	<i>Kenneth L. Rossman</i>	Department of State Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached 6 items for all Foreign Service Posts relating to property management.		
<i>Copy sent to Agency @ 4/5/94</i>			

1. Non-Expendable Property Inventory Files

a. Inventory Reconciliation File

Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Inventory Reconciliation Report (OF-127, OF-132).

Destroy 3 complete fiscal years after completion of inventory

2. Expendable Stock Control Record Card (OF-131, formerly JF-26)

Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.

3. Requisition File

Requisitions for supplies, equipment or services.

a. Expendable Stock

Destroy 1 year after issue of item.

4. Property Disposal File

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

Destroy 2 years after final disposition action is taken. If sale was part of the disposal action, keep until 2 years after final settlement. (NN-169-86, item 7)

5. Residence Inventory List

Destroy after outgoing inventory has been taken and all discrepancies have been resolved.

6. Receiving Files

Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

Destroy 3 complete fiscal years after the final delivery has been made.