INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-059-77-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is obsolete. This function is now covered by the following records schedules: N1-059-08-018, N1-059-91-010, N1-059-93-042, and N1-059-89-025

Date Reported: 12/22/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST ● 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
  Bureau of Administration
3. MINOR SUBDIVISION
  Deputy Assistant Secretary for Security

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Paul F Murphy, Jr.	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.

Oct 29 1976	*William F Powell*	Chief, Records Management Staff
(Date)	(Signature of Agency Representative)	(Title)

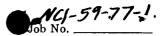| 7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The records described in Item 1a below are proposed for disposal after microfilming. These records have a retention period of more than 10 years. They will be filmed, used and stored in accordance with the procedures outlined in FPMR 101-11.504, 101-11.505 and 101-11.506. The records described in item 3 are also proposed for disposal after microfilming. These records have a retention period of more than 10 years however the microfilm process we propose to use does not meet the requirements of FPMR 101-11.504. We plan to use an add-on (updateable) technique which uses a specially coated film for producing microfiche. The film is based on a transparent electrophotographic process using a photo-conductor. Images produced are formed by depositing and fixing carbon particles onto a polyester film base. We plan periodic inspection of the microfiche and should any deterioration occur we will make a duplicate fiche using safety-base permanent record film as specified in American National Standards Institute PH 1.25, 1.28, 1.29 and 1.31 and with Federal Standard 125a. ~~We are therefore requesting an exception to the requirements specified in FPMR 101-11.507 insofar as they apply to the proposed disposal action.~~ Deleted per P.F.Murphy, FADRC. PMurris, NCD, 3Nov.76		

Copy to Agency 11-9-76 QD

7 items

Standard Form No. 115a
Promulgated 9-1-49 by
General Services Administration
The National Archives

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Job No. _____ Page 2
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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
1	Investigative Case Files conducted for other agencies. Contains a record of investigations performed at the request of another agency. a. Case Files containing Derogatory Material. (1) DESTROY PAPER COPIES AFTER MICROFILMING, (2) DESTROY MICROFILM COPY WHEN 15 YEARS OLD. b. All other Case Files. DESTROY WHEN 5 YEARS OLD.	NC-59-75-19, Item 5	
2	Intelligence Reports Consisting of information copies of Intelligence Reports received from other agencies. (a) DESTROY PAPER RECORDS AFTER MICROFILMING, (b) DESTROY MICROFILM COPIES WHEN 7 YEARS OLD.	NC-59-75-19, Item 1	
3	Personnel Security Files Contains a record of investigations of personnel employed or whose relationship to the Government requires a security clearance. (a) DESTROY PAPER RECORDS AFTER MICROFILMING, (b) DESTROY MICROFILM RECORDS ~~WHEN~~ 30 YEARS ~~OLD.~~ after *date of last action.*	NC-59-75-11, Item 1	

R. Reid, MO
per P F Murphy, FADAC
29 Oct 76