

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual  
 on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,  
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of State

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION  
 Foreign Service of the United States

4. NAME OF PERSON WITH WHOM TO CONFER  
 Mrs. White

5. TEL. EXT.  
 4385

LEAVE BLANK			
DATE RECEIVED <b>MAR 6 1952</b>	JOB NO. <b>II-NNA-3</b>		
DATE APPROVED <b>4/29/52</b> <i>RSB</i>			
CONGRESSIONAL AUTHORIZATION			
HOUSE REPORT NO. <b>1924</b>	CONGRESS <b>82<sup>d</sup></b>	DATE	SESSION <b>2<sup>d</sup> 5-12-52</b>
NOTIFICATION TO AGENCY			
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.			
<b>5/13/52</b> (Date)		<i>Philip C. Brooks</i> Archivist's Representative.	

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 25 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

1/31/52  
(Date)

*Fred W. Chapman*  
(Signature of Agency Representative)

Records Management Off.  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	SCOPE OF SCHEDULE		
	All Foreign Service Posts throughout the world.		
	GENERAL		
NA 1.	Chronological file copies of such series of communications as airgrams, telegrams, OM's, circular instructions from the Department, despatches to the Department, notes to Foreign Offices, and economic or other periodic reports maintained by the Central File.  To be retained 2 years		<b>DISPOSAL APPROVED</b>
NA 2.	Information copies of cables, airgrams, and other types of communications from other posts that are not sufficiently pertinent to the receiving post's operations to warrant being incorporated in the post's Central File.  To be retained 1 year		<b>DISPOSAL APPROVED</b>

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
NA 3.	Registers of incoming and outgoing telegrams.  To be retained 2 years.		<u>DISPOSAL APPROVED</u>
NA 4.	<p><sup>SB 4-25-52</sup>  <del>Routine</del> correspondence between U.S. missions and the foreign offices of other nations regarding the representation or protection of foreign nationals with respect to their individual interests only in such matters as individual requests for financial aid, government pensions, extension of passports; repatriation, news of the welfare and whereabouts of relatives, and the transmission of messages to friends and relatives (formerly 704; now 303).           To be retained 5 years</p> <p><del>SCOPE OF SCHEME</del>  <sup>SB 4-5-52</sup>  <del>All Foreign Service Posts</del></p> <p>ADMINISTRATIVE-PERSONNEL</p>	X	<u>DISPOSAL APPROVED</u>
NA 5.	<p>ADMINISTRATIVE-PERSONNEL</p> <p>Time and Attendance Reports.  To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 6.	<p>Allowance Data (<sup>SB 4-5-52</sup> See <del>"Administrative - Budget and Fiscal" Item 2-f</del>), including applications for payment of allowances, reports on allowances, vouchers for allowances, retail price schedules, etc. IF MAINTAINED separately from accounts current.  To be retained 2 years.</p> <p>ADMINISTRATIVE-HEALTH</p>		<u>DISPOSAL APPROVED</u>
NA 7.	<p>ADMINISTRATIVE-HEALTH</p> <p>Individual health record case files.  To be retained for American employees until transfer or separation. To be retained for non-American employees until 3 years after separation.</p>		<u>DISPOSAL APPROVED</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
ADMINISTRATIVE			
MAIL, POUCH AND COURIER SERVICE			
NA 8.	Courier trip reports (FS 400). To be retained 1 year.	X	<u>DISPOSAL APPROVED</u>
NA 9	Courier invoices (FS 21) To be retained 1 year.	X	<u>DISPOSAL APPROVED</u>
NA 10.	Pouch invoices (DS 23 and 23a; DS 739). To be retained 2 years.		<u>DISPOSAL APPROVED</u>
NA 11.	Pouch receipts (FS 399). To be retained 1 year.		<u>DISPOSAL APPROVED</u>
NA 12	Diplomatic courier mail receipts. To be retained 1 year.	X	<u>DISPOSAL APPROVED</u>
NA 13.	Excess baggage authorizations for courier use. To be retained 2 years.	X	<u>DISPOSAL APPROVED</u>
NA 14.	Courier schedules and itineraries. To be retained 3 months.		<u>DISPOSAL APPROVED</u>
NA 15.	Checkout sheet for couriers. To be retained 1 year.		<u>DISPOSAL APPROVED</u>
NA 16.	Official courier letters. To be retained 3 months <del>after cancellation.</del> <i>gross</i>	X	<u>DISPOSAL APPROVED</u>
NA 17.	<i>754-25-52</i> Routine communications regarding courier service and delivery of pouches. To be retained 2 years.		<u>DISPOSAL APPROVED</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
NA 18	<p>MAIL, POUCH AND COURIER SERVICE (Contd)</p> <p><del>7/3 4-25-52</del>                      Routine communications regarding passports and visas for courier use.</p> <p>To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 19	<p>Requisitions for pouch supplies from regional courier office.</p> <p>To be retained 6 months.</p>	X	<u>DISPOSAL APPROVED</u>
ADMINISTRATIVE			
AUTOMOTIVE RECORDS			
NA 20.	<p>Correspondence with the Foreign Office, Prefecture of Police, or automobile organizations regarding the registration of Government-owned vehicles.</p> <p>To be retained 5 years after disposal of vehicle.</p>		<u>DISPOSAL APPROVED</u>
NA 21.	<p><del>7/3 4-25-52</del>                      Routine correspondence regarding automobile registration and the issuance of license plates to U.S. Government employees or other American citizens living abroad.</p> <p>To be retained 2 years.</p>	X	<u>DISPOSAL APPROVED</u>
NA 22.	<p>Monthly Record of Automobile Operating Expenses (FS 396).</p> <p>To be retained 1 year.</p>	X	<u>DISPOSAL APPROVED</u>
NA 23.	<p>Annual Report of Automotive Operating and Maintenance Costs for Fiscal Year ending June 30, _____ (FS 397).</p> <p>To be retained 2 years.</p>	X	<u>DISPOSAL APPROVED</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
	ADMINISTRATIVE PROCUREMENT AND SUPPLIES		
NA 24.	<p><del>7B 4-25-52</del> Routine correspondence regarding purchases and payment therefor.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 25.	<p><del>7B 4-25-52</del> Routine correspondence and forms regarding the shipment of material to or from a post, including the household effects of Foreign Service Personnel and form FS-382 - "Notice of Shipment of Effects", with any related card records regarding the shipments.</p> <p>To be retained 3 years.</p>	X	DISPOSAL APPROVED
NA 26.	<p>Requests to the Foreign Office for the free entry of merchandise as a diplomatic privilege enjoyed by certain foreign service personnel (new classification 126.1; formerly 624.1). Copy bearing approval of Foreign Office to be retained 2 years; all others 6 months.</p>	X	DISPOSAL APPROVED
NA 27.	<p>Requests made to American firms to ship goods to a Foreign Service Post.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 28.	<p>Requisitions for supplies, equipment or services; estimated office requirements for supplies and monthly reports of supplies distributed.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 29.	<p>Purchase orders for supplies or equipment procured locally.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED

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
NA 30.	<p>PROCUREMENT AND SUPPLIES (Contd)</p> <p>Gasoline coupons returned by gasoline dealers for payment.</p> <p>To be retained 6 months or until checked for accuracy, whichever period is shorter.</p>		<u>DISPOSAL APPROVED</u>
NA 31.	<p>ADMINISTRATIVE</p> <p>PUBLICATIONS AND MAP PROCUREMENT</p> <p><del>Routine</del> <sup>7/4-25-52</sup> communications with the Department regarding the procurement of foreign publications for U.S. Government libraries.</p> <p>To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 32.	<p><del>Routine</del> <sup>7/4-25-52</sup> correspondence regarding the procurement of maps for the Department or other Government agencies, wherever maintained.</p> <p>To be retained 3 years.</p>		<u>DISPOSAL APPROVED</u>
NA 33.	<p>Card or other records of publications or periodicals transmitted to the Department.</p> <p>To be retained 3 years.</p>		<u>DISPOSAL APPROVED</u>
NA 34.	<p>Purchase orders and invoices for publications procured, excluding copies maintained in the post's Budget and Fiscal Division.</p> <p>To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 35.	<p><del>Routine</del> <sup>7/4-25-52</sup> correspondence with foreign organizations and institutions regarding the procurement of foreign publications for the Department or other federal agencies.</p> <p>To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 36.	<p><del>Routine</del> <sup>7/4-25-52</sup> communications with other posts regarding the procurement of foreign publications</p>		<u>DISPOSAL APPROVED</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>ADMINISTRATIVE - PUBLICATIONS AND MAP PROCUREMENT            (Contd)</p> <p>for the Department or other Federal agencies.</p> <p>To be retained 2 years.</p> <p>ADMINISTRATIVE</p> <p>BUDGET AND FISCAL</p>		
NA 37.	<p>Fee Stamp Ledgers.</p> <p>To be retained 5 years.</p>		<u>DISPOSAL APPROVED</u>
NA 38.	<p>Time and Attendance Reports.</p> <p>To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 39.	<p><del>Allowance Data, including applications for            payment of allowances, reports on allowances,            vouchers for allowances, retain price schedules,            etc. If maintained separately from accounts            current.</del></p> <p><del>To be retained 2 years.</del></p>		<u>WITHDRAWN</u>
NA 40.	<p>Letters transmitting social security, Civil            Service, railroad retirement, insurance, and other            types of pension checks; routine communications            regarding receipt of non-delivery of checks,            return of undelivered checks to the Treasury,            and routine inquiries regarding application            for benefits.</p> <p>To be retained 1 year.</p>		<u>DISPOSAL APPROVED</u>
NA 41.	<p>ADMINISTRATIVE</p> <p>TRAVEL AND TRANSPORTATION</p> <p><sup>78425-52</sup>  <del>Routine</del> communications regarding travel            arrangements, including arrivals, visits and</p>		<u>DISPOSAL APPROVED</u>

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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
	<p>ADMINISTRATIVE - TRAVEL AND TRANSPORTATION            (Contd)</p> <p>departures of travellers, information on travel orders, hotel accommodations, conference details, and assignment of space.</p> <p>To be retained 2 years.</p>		
NA 42.	<p><i>#B4-25-52</i>  <del>Routine</del> correspondence with transportation companies and hotels regarding travel and accommodations for official travellers.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 43.	<p>Official travel records, including requests, authorizations, orders, obligating documents and related papers, and local transportation requests and authorizations issued by posts, EXCLUDING those copies of these documents maintained by the post's Budget and Fiscal Division.</p> <p>To be retained 3 years. (Post's Budget and Fiscal Division copy retained 5 years; Department's Division of Finance copy retained 7 years.)</p>	X	DISPOSAL APPROVED
NA 44.	<p>Card index to arrival and departure file.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 45.	<p>Ship and air schedules and lists of official passengers aboard incoming ships and planes.</p> <p>To be retained 6 months.</p>		DISPOSAL APPROVED
NA 46.	<p>Lists of persons departing <sup>from</sup> and arriving <sup>at</sup> <del>from</del> posts. <i>you</i></p> <p>To be retained 6 months.</p>		DISPOSAL APPROVED

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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
	CONSULAR - GENERAL		
	NOTE: Some of the forms listed below have been discontinued, abolished, or superseded. They are included to cover any such obsolete material which may still be retained at a post.		
NA 47	Receipt of Master of Vessels for Invoices (Form 141-Consular)  To be retained 2 years.		DISPOSAL APPROVED
NA 48	List of Invoices sent to Collector of Customs (Form FS-142).  To be retained 2 years.		DISPOSAL APPROVED
NA 49	Certificate of Disinfection or of Non-Infection (Form 189-Consular)  To be retained 2 years.		DISPOSAL APPROVED
NA 50	Crew Lists (Coast Guard Forms 710A)  To be retained 3 years.		DISPOSAL APPROVED
NA 51	Declaration of American Artists (FS-155).  To be retained 2 years.		DISPOSAL APPROVED
NA 52	Declaration in Connection with Paintings, etc., and Sculptures (Form FS-253).  To be retained 2 years.		DISPOSAL APPROVED
NA53	Certificate of Shipper Showing Country of Origin of Animal Byproducts or of Hay or Straw (Form FS-259).  To be retained 2 years.		DISPOSAL APPROVED

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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
NA 54.	<p>CONSULAR - GENERAL (Contd)</p> <p>Certificate of National Government Veterinary Inspector for Abattoir Hides and Skins. (Form FS-260).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 55.	<p>Certificate of National Government Veterinary Inspector for Abattoir Pulled Wool, Hair and Bristles (Form FS-261).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 56.	<p>Certificate of Director or Other Accredited Official of an Approved National Government Disinfecting Station Regarding Disinfection of Wool, Hair and Bristles. (Form <sup>FS</sup>262.)</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 57.	<p>Certificate of National Government Veterinary Inspector for Abattoir Glue Stock (Form FS-263).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 58.	<p>Consular Certificate for Animal Byproducts for Use in Whole or in Part for Fertilizer or Animal Feed (Form FS-264).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 59.	<p>Consular Certificate for Hay and Straw Packing Materials (Form FS-269).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 60.	<p>Shipper's Certificate of Disinfection for Hay and Straw Packing Materials (Form FS-270).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 61.	<p>Consular Certificate for Bone Meal, Blood Meal, Blood Albumen for Industrial Uses (Form FS-271).</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED/

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>CONSULAR</p> <p>VISA</p> <p>One of the items listed below is obsolete. It is included to cover any blocks of such obsolete material which may still be retained in a post.</p>		
NA 62.	<p>Application for Non-Resident Alien's Border Crossing Identification Card (Department of Justice Form I-190).</p> <p>To be retained 2 years.</p>		<u>DISPOSAL APPROVED</u>
NA 63.	<p><del>Declaration of Alien About to Depart for the United States, 1917-1924 (Form FS-228).</del></p> <p><del>Destroy immediately.</del> <i>FB 4-4-52</i></p>		<u>WITHDRAWN</u>
	<p>ADMINISTRATIVE</p> <p>SECURITY</p>		
NA 64.	<p>Daily reports of security violations.</p> <p>To be retained until incorporated in monthly report.</p>		<u>DISPOSAL APPROVED</u>
NA 65.	<p>Requests of the Department of State for routine investigations on persons to be awarded Fulbright grants.</p> <p>Post security office copy to be retained 3 years if original copy of report submitted to Department.</p>		<u>DISPOSAL APPROVED</u>
NA 66.	<p>Investigative files on post personnel who have been terminated or have transferred to another post, EXCLUDING the record copies maintained in the Regional Security Office.</p> <p>To be retained 3 years after the transfer or separation of employee or until screened by the Regional Security Officer, whichever period is the lesser.</p>		<u>DISPOSAL APPROVED</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
NA 67.	<p>ADMINISTRATIVE - SECURITY (contd)</p> <p>Registers or others types of record showing time of entry and departure from post buildings and the issuance of keys, together with any related reports.</p> <p>To be retained 1 year.</p>	X	DISPOSAL APPROVED
NA 68.	<p>ECONOMIC RECORDS</p> <p>Trade lists.</p> <p>To be retained 5 years or until superseded by a revised list, whichever period is shorter.</p>		DISPOSAL APPROVED
NA 69.	<p>World Trade Directory Reports (Dept. of Commerce Form 341 Revised).</p> <p>To be retained 5 years or until superseded by revised report, whichever period is shorter.</p>		DISPOSAL APPROVED
NA 70.	<p>Correspondence, form letters, questionnaires, and reports on credit and collections used in the preparation of trade lists and World Trade Directory Reports.</p> <p>To be retained 2 years after preparation of report of list.</p>	X	DISPOSAL APPROVED
NA 71.	<p><i># 4-25-52</i>  <del>Routine</del> correspondence regarding trade opportunities either in foreign countries or the United States.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 72.	<p><del>Routine</del> custom inquiries <i>regarding customs regulations; and replies thereto. # 4-25-52.</i></p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED

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
NA 73.	<p>ECONOMIC RECORDS (Contd)</p> <p><del>Economic and trade notes prepared by Commercial Attaches prior to the time that this function was transferred from the Commerce Dept to the State Department.</del></p> <p style="text-align: right;"><i>70 4-4-52</i></p> <p><del>To be disposed of immediately.</del></p>		<u>WITHDRAWN</u>
NA 74.	<p>Certificates of the U. S. Department of Agriculture Bureau of Entomology and Plant Quarantine regarding the importation of fruits and vegetables (Form EQ 926).</p> <p>To be retained 1 year.</p>		<u>DISPOSAL APPROVED</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
	RESTAURANT RECORDS		
NA 75.	<del>NA 75-52</del> Routine correspondence with firms supplying necessary food, merchandise, and equipment for the proper overall operation of restaurant or cafeteria.  To be retained 2 years.		DISPOSAL APPROVED
NA 76.	Daily inventory report of food supplies on hand.  To be retained until monthly report prepared.	X	DISPOSAL APPROVED
NA 77.	Monthly inventory report of food purchased from Commissary, Army PX, or local market.  To be retained 2 years.	X	DISPOSAL APPROVED
NA 78.	Restaurant or cafeteria meal checks.  To be retained until monthly statement of account verified.		DISPOSAL APPROVED
NA 79.	Daily report on restaurant or cafeteria receipts.  To be retained until monthly statement of account verified.	X	DISPOSAL APPROVED
NA 80.	Monthly statements on restaurant or cafeteria account.  One record set to be retained indefinitely; other duplicate copies to be retained 3 months.		DISPOSAL APPROVED
NA 81.	Cash vouchers for payment or receipt of funds.  To be retained 5 years.	X	DISPOSAL APPROVED
NA 82.	Requisitions for supplies, equipment, or service.  To be retained 1 year.		DISPOSAL APPROVED
NA 83.	Personnel files for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.  To be retained for 2 years after separation of employee.	X	DISPOSAL APPROVED

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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
NA 84.	<p style="text-align: center;">2</p> <p style="text-align: center;">RESTAURANT RECORDS (Cont.)</p> <p>Working schedules or other assignment data for restaurant or cafeteria employees.</p> <p>To be disposed of when new schedules or assignments prepared.</p>		<p><u>DISPOSAL APPROVED</u></p>
NA 85.	<p>Time and attendance reports for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.</p> <p>To be retained 2 years.</p>		<p><u>DISPOSAL APPROVED</u></p>

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	COMMISSARY RECORDS		
NA 86.	<p>Commissary orders and related correspondence with firms regarding the purchase of supplies for the commissary.</p> <p>To be retained 2 years.</p>	X	DISPOSAL APPROVED
NA 87.	<p><del>7/34-25-52</del>            Routine correspondence with customers and other posts regarding their orders for supplies through the commissary.</p> <p>To be retained 2 years.</p>	X	DISPOSAL APPROVED
NA 88.	<p>Price lists sent to other posts ordering from the commissary.</p> <p>To be disposed of when new list issued, EXCLUDING one record copy of each list to be retained indefinitely.</p>	X	DISPOSAL APPROVED
NA 89.	<p>Stack cards placed on merchandise to reflect the movement of stock.</p> <p>To be disposed of after monthly inventory verified.</p>	X	DISPOSAL APPROVED
NA 90.	<p>Warehouse stock cards consisting of a daily running inventory of stock in the warehouse.</p> <p>To be disposed of after yearly audit.</p>	X	DISPOSAL APPROVED
NA 91.	<p>Tally in and out records indicating quantity, condition, and other data regarding supplies received. Warehouse and stock record copies to be retained until after yearly audit; accounting copy to be retained 5 years with supplier's paid invoice.</p>	X	DISPOSAL APPROVED
NA 92.	<p>Office stock record card reflecting receipts and monthly inventory balances, long-range consumption figures, and cost-selling price of each item.</p> <p>To be retained 3 years.</p>	X	DISPOSAL APPROVED
NA 93.	<p>Issue slips documenting the transfer of merchandise from the warehouse to the sales floor.</p> <p>To be disposed of after yearly audit.</p>	X	DISPOSAL APPROVED

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
	2		
	COMMISSARY RECORDS (Cont.)		
NA 94.	Monthly inventory reports of stock.  To be retained 2 years.		DISPOSAL APPROVED
NA 95.	Completed application form for customer's account with commissary.  To be retained for 2 years after account has become inactive.	X	DISPOSAL APPROVED
NA 96.	Individual authorizations for eligible employees to make purchases at the Commissary.  To be retained for 2 years after account closed.		DISPOSAL APPROVED
NA 97.	Customer's account card.  To be retained for 2 years after account closed.	X	DISPOSAL APPROVED
NA 98.	Customer index card.  To be retained until account closed.	X	DISPOSAL APPROVED
NA 99.	Interoffice memoranda, lists, and other data regarding the eligibility of personnel for Commissary privileges, the type of privileges, and information concerning accounts.  To be retained 2 years.		DISPOSAL APPROVED
NA 100.	Sales receipts for merchandise purchased from Commissary on account.  To be retained for 1 year after posting to customer's account.	X	DISPOSAL APPROVED
NA 101.	Cash sales control slips.  To be disposed of after monthly audit.		DISPOSAL APPROVED
NA 102.	Daily cash/bank receipts and disbursement forms.  To be retained 5 years.		DISPOSAL APPROVED

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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
	3  COMMISSARY RECORDS (Cont.)		
NA 103.	Journal vouchers.  To be retained 5 years.		<u>DISPOSAL APPROVED</u>
NA 104.	Cigarette ration card.  To be retained for 3 months after completion of card or after card becomes inactive.	X	<u>DISPOSAL APPROVED</u>
NA 105.	Coal order card with related correspondence.  To be retained 2 years.		<u>DISPOSAL APPROVED</u>
NA 106.	Gasoline cards with related data.  To be retained for 1 year after card has become inactive.		<u>DISPOSAL APPROVED</u>
NA 107.	Personnel files and related data pertaining to salaries and taxes for Commissary employees ONLY in case of those commissaries operated independently of post funds.  To be retained for 2 years after separation of employee.		<u>DISPOSAL APPROVED</u>
NA 108.	Receipt for deposit to customer's account. To be retained for 2 years after account closed.	X	<u>DISPOSAL APPROVED</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
NA 109	<p style="text-align: center;">USIS - GENERAL</p> <p><i>#B 4-25-52</i> <del>Routine</del> requests (received either by mail or on personal application) for information, publications, photographic prints and displays, sheet music, records, or other materials prepared for distribution or loan under the USIS program, including replies thereto, transmittal and form letters, and related materials.</p> <p>To be retained 1 year.</p>	X	DISPOSAL APPROVED
NA 110	<p><i>#B 4-25-52</i> <del>Routine</del> communications with the Department, other posts, or information centers regarding minor administrative or operating details of the USIS program that are not classified for incorporation in the post's Central File.</p> <p>To be retained 2 years.</p>		DISPOSAL APPROVED
NA 111	<p>Letters of commendation, complaint, criticism, or suggestion regarding the USIS program and replies thereto, EXCLUDING those of particular significance for administrative reporting purposes.</p> <p>To be retained 1 year.</p>		DISPOSAL APPROVED
NA 112	<p>Periodic statistical reports on various aspects of the USIS program which provide the data to be incorporated in statistical or narrative reports required to be submitted on a quarterly or semiannual basis to the Department.</p> <p>To be retained 1 year.</p>	X	DISPOSAL APPROVED
NA 113	<p>Lists, directories, and mailing lists of local organizations or individuals interested in one or more phases of the USIS program.</p> <p>Retain until superseded by revised lists.</p>		DISPOSAL APPROVED

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
NA 114	<p>USIS - GENERAL (Contd)</p> <p>Records regarding shipment and receipt of USIS materials, including lists or registers of material received from the Department and that transmitted to other posts or information centers.</p> <p>To be retained 2 years.</p>	X	<u>DISPOSAL APPROVED</u>
NA 115	<p>Requisitions for supplies, equipment, or services either from the Department or post, maintained both by the office initiating the request and the Administrative Office.</p> <p>To be retained 2 years.</p>	X	<u>DISPOSAL APPROVED</u>
NA 116	<p>Requisitions for reproduction service by Foreign Service facilities, maintained both by the office requesting service and by the reproduction office.</p> <p>To be retained 2 years.</p>	X	<u>DISPOSAL APPROVED</u>
NA 117	<p>Invoice<sup>s</sup> and related correspondence with local commercial companies regarding the reproduction of USIS materials.</p> <p>To be retained 5 years.</p>		<u>DISPOSAL APPROVED</u>
NA 118	<p>Tally in and out records or other types of stock inventory records.</p> <p>To be retained 1 year.</p>		<u>DISPOSAL APPROVED</u>
NA 119	<p>Audience reaction reports on USIS programs or performances submitted by members of audience following performance. To be retained 1 year or until summarized in narrative or statistical reports submitted to the Department, whichever period is shorter.</p>	X	<u>DISPOSAL APPROVED</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
NA 120	<p>USIS - PRESS AND PUBLICATION</p> <p><i># 4-25-52</i>                      Routine correspondence with subscribers to USIS publications.</p> <p>To be retained 1 year.</p>		DISPOSAL APPROVED
NA 121	<p>Working papers used in preparation of local USIS publications.</p> <p>To be retained 6 months after issuance of publication.</p>		DISPOSAL APPROVED
NA 122	<p>American and local foreign newspapers, press analyses, and other working papers used in the preparation of periodic summaries of press comment.</p> <p>To be retained 1 year.</p>		DISPOSAL APPROVED
NA 123	<p>Quarterly statistical reports regarding outlets for press material, including forms FS-365 and 365A, of which the record copies are retained in the Department.</p> <p>To be retained 1 year.</p>	X	DISPOSAL APPROVED
NA 124	<p>Semiannual reports regarding the placement of press material in newspapers and periodicals, including forms FS-365B-1, 365B-2, 365B-3 and 365B-4, of which the record copies are maintained in the Department.</p> <p>To be retained 1 year.</p>	X	DISPOSAL APPROVED
NR 125	<p><del>Excess stock of printed and processed USIS publications, feature articles, reprints, and other materials prepared either locally or sent out by the Department for distribution purposes.</del></p> <p><del>To be disposed of when obsolete or no longer needed for distribution purposes.</del></p> <p style="text-align: right;"><i>gpc</i></p>		WITHDRAWN

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
NA 126	<p>USIS - PRESS AND PUBLICATION (Contd)</p> <p><del>Reference collection of processed materials sent out by the Department for research use by the Press Section. To be disposed of when materials become obsolete or have no further reference use.</del></p> <p style="text-align: right;"><i>appw</i></p>		<u>WITHDRAWN</u>
NA 127	<p>USIS - FILMS, FILM STRIPS,            PHOTOGRAPHS, AND DISPLAYS</p> <p><i>76425-62</i>            Routine correspondence regarding the loan of motion picture film, film strips, or sound recordings, EXCLUDING any correspondence involving special restrictions on use of these materials or litigation regarding copyrights.</p> <p>To be retained <u>2</u> years. <i>appw</i></p>		<u>DISPOSAL APPROVED</u>
NA 128	<p>Booking advice notices for the showing of USIS films.</p> <p>To be retained 6 months.</p>	X	<u>DISPOSAL APPROVED</u>
NA 129	<p>Copies of contracts and accounting records with commercial companies regarding the distribution of films for the USIS program, EXCLUDING the official record copy maintained in the post's Budget and Fiscal Office.</p> <p>To be retained 3 years.</p>	X	<u>DISPOSAL APPROVED</u>
NA 130	<p>Quarterly statistical reports regarding the distribution of non-theatrical films by title, programs and attendance, including forms FS-364 and 364A, of which the record copies are maintained in the Department.</p> <p>To be retained 1 year.</p>	X	<u>DISPOSAL APPROVED</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
NA 131	<p>USIS - FILMS, FILM STRIPS, PHOTOGRAPHS AND DISPLAYS                      (Contd)</p> <p>Extra copies of photographic prints, plastic plates or other photographic materials either sent out by the Department or reproduced locally. To be disposed of when they are of no further interest for distribution purposes. A record set of each type of photographic media and negative prints is to be retained indefinitely. <i>gpc</i></p>		<u>WITHDRAWN</u>
NA 132	<p>USIS - RADIO</p> <p>Correspondence with local press and radio audience regarding Voice of America programs, of which the record copies are sent to the New York Office and which are also summarized in monthly reports submitted to New York.</p> <p>To be retained 6 months.</p>		<u>DISPOSAL APPROVED</u>
NA 133	<p><i>7/25-52</i>  <del>Routine</del> correspondence regarding broadcasting schedules.</p> <p>To be retained 6 months.</p>		<u>DISPOSAL APPROVED</u>
NA 134	<p><del>Extra or stock copies of radio broadcasting schedules prepared either locally or by the New York Office. To be retained until a revised schedule is issued. One complete record set of locally-prepared schedules is to be retained indefinitely.</del> <i>gpc</i></p>		<u>WITHDRAWN</u>
NA 135	<p><del>Extra or stock copies of locally-prepared radio scripts. To be disposed of when no longer needed for distribution purposes. One complete record set of these scripts is to be retained indefinitely.</del> <i>gpc</i></p>		<u>WITHDRAWN</u>
NA 136	<p>Quarterly statistical reports regarding mediumwave USIS broadcasting, including forms FS-366A-1, 366A-2 and 366A-3 of which the record copies are maintained in the Department.</p> <p>To be retained 1 year.</p>		<u>DISPOSAL APPROVED</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
NA 137	USIS - CULTURAL RELATIONS AND EXCHANGE PROGRAM <i>7/4-25-52</i> Routine correspondence regarding the making of arrangements for concerts, lectures, and art exhibitions, requests for addresses for invitations, and transmittal letters for program publicity and other materials.  To be retained 2 years.		<u>DISPOSAL APPROVED</u>
NA 138	Unsuccessful applications and related correspondence with students, research scholars, teachers and lecturers regarding participation in the exchange program.  To be retained 2 years.		<u>DISPOSAL APPROVED</u>
NA 139	<i>7/4-25-52</i> Routine correspondence with schools and universities regarding the student exchange program, with related pamphlets and catalogs.  To be retained 1 year.		<u>DISPOSAL APPROVED</u>
NA 140	Correspondence and memoranda regarding the exchange of letters between the youth of foreign nations and the United States under the auspices of the USIS program.  To be retained 1 year.		<u>DISPOSAL APPROVED</u>
NA 141	Quarterly statistical reports regarding the library activities of U.S. Information Centers, the distribution of books and other materials and the book translation program, including forms FS-362 and 362A, of which the record copies are maintained in the Department.  To be retained 1 year.		<u>DISPOSAL APPROVED</u>
NA 142	Quarterly statistical reports regarding visual display media, including form FS-365C, of which the record copies are maintained in the Department. To be retained 1 year.	X	<u>DISPOSAL APPROVED</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
143.	<p>Operations Report (Form FS-243 Revised; formerly known as the "Summary of Business"), consisting of a report required to be submitted semi-annually to the Department by each post covering its workload and accomplishments in each field of its activities.</p> <p>To be retained 2 years.</p>	X	<u>DISPOSAL APPROVED</u>