

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. N1-306-87-4	DATE RECEIVED 12/15/87
1. FROM (Agency or establishment) <b>UNITED STATES INFORMATION AGENCY</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>OFFICE OF THE INSPECTOR GENERAL</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION		DATE 12/3/87	
4. NAME OF PERSON WITH WHOM TO CONFER  Retta H. Graham-Hall	5. TELEPHONE EXT.  485-7501	ARCHIVIST OF THE UNITED STATES <i>Claudia J. Miller</i>	
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
12/14/87	<i>Johnny Hodge</i> Johnny Hodge	Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<u>Overseas Inspection Files.</u> Telegrams, correspondence, background information, memorandums, country data sheets, and other material relating to the inspection of overseas offices.  Volume on hand: 16 feet Annual accumulation: 8 feet  PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to National Archives in 5 year blocks when 30 years old.		
2.	<u>Domestic Inspection Files.</u> Telegrams, correspondence, background information, memorandums, and other material relating to the inspection of domestic offices.  Volume on hand: 4 feet Annual accumulation: 1 foot  PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to National Archives in 5 year blocks when 30 years old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
3.	<p><u>Inspection Report Reference (Master) File.</u> Includes a record copy of each completed inspection report.</p> <p>Volume on hand: 13 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Retain most recent report in file. Transfer superseded reports to WNRC at end of calendar year. Transfer to National Archives in 5 year blocks when 30 years old.</p>		
4.	<p><del><u>Overseas Audit File.</u></del> Telegrams, correspondence, background information, memorandums, country data sheets, and other material relating to the audit of overseas offices.</p> <p>Destroy when 8 years old.</p>	GRS 25 Item 4	
5.	<p><del><u>Domestic Audit File.</u></del> Telegrams, correspondence, background information, memorandums, country data sheets, and other material relating to the audit of domestic offices.</p> <p>Destroy when 8 years old.</p>	GRS 25 Item 4	
6.	<p><del><u>Audit Report Master File.</u></del> Includes a copy of each completed audit report.</p> <p>Destroy when 8 years old.</p>	GRS 25 Item 4	
7.	<p><del><u>Office Administrative Files.</u></del> Records relating to the internal administration and housekeeping activities of the office (staffing, budget, training, supplies, and space).</p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <p>Concurrences:</p> <p><u>John D. Pratt</u> DATE: <u>12/8/87</u> Office of the Inspector General (OIG)</p> <p>John D. Pratt</p> <p><u>Lorie J. Nierenberg</u> DATE: <u>12/14/87</u> Office of the General Counsel (GC)</p> <p>Lorie J. Nierenberg</p>	GRS 23 Item 1	