

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of State

2. MAJOR SUBDIVISION  
 Bureau of Administration (A)

3. MINOR SUBDIVISION  
 Property Management (OPR/ST/S/PM)

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
 Betty Bates | (202) 647-6018

**LEAVE BLANK (NARA use only)**

JOB NUMBER *NI-59-96-16*

DATE RECEIVED *6/10/96*

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *11-15-96* | ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

**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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE *6/6/96* | SIGNATURE OF AGENCY REPRESENTATIVE *John A. Cruise* | TITLE  
 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See attached 5 items for the Bureau of Administration, Deputy Assistant Secretary for Operations, Office of Supply and Transportation, Supply, Property Management (A/OPR/ST/S/PM).</p> <p><i>Copies sent to agency 11/26/96</i></p>		

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 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 Survey Records

Consists of copies of DS-310, Property Survey Report (Domestic) and related documents. Report provides accountability for all office equipment and furniture.

a. Supply Branch copy

Destroy 3 complete fiscal years after disposal of equipment. (II-NN03250, item 58a)

5. Receiving File

Receiving reports, copies of purchase orders, transfer documents, requisitions, sipping 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.