

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| | |
|---|---|
| LEAVE BLANK | |
| DATE RECEIVED OCT 9 1975 | JOB NO. NC - 57-76-5 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. | |
| 101 4-23-76 | <i>Jane B. Plouffe</i> Date Archivist of the United States |

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State
2. MAJOR SUBDIVISION
Inspector General, Foreign Service
3. MINOR SUBDIVISION

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

5. TEL. EXT. Code 101
Ext. 28807

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.

9/29/75
(Date)

Paul F. Murphy
(Signature of Agency Representative)

*Act. Chief, Records and Reports
Management Staff*
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|---|--|
| 1. | <p>Inspection Report File (Foreign Service)</p> <p>Reports prepared by the Foreign Service Inspection Corps with related memoranda and communications pertaining to the effectiveness of each installation and any recommendations for improvements.</p> <p>a. Master File <i>Permanent</i> Destroy when 10 years old. <i>Offer to the National Archives when 30 years old</i></p> <p>b. Copies Destroy when 1 year old.</p> | <p>II-NN-3616 Item 2 <i>P.I.</i></p> | |
| 2. | <p>Inspection Reports File (Departmental)</p> <p>Reports prepared by the Inspection Corps including memoranda from and to the particular office involved, as well as working papers and log of interviews with individuals about their positions.</p> <p>a. Master File of Reports <i>Permanent</i> Destroy when 10 years old. <i>Offer to the National Archives when 30 years old.</i></p> <p>b. Copies of Reports Destroy when 1 year old.</p> | <p>II-NN-3616, Item 3 <i>P.I.</i></p> | <p><i>Copy to Agency & NCW 4-24-76</i></p> <p><i>5 items</i></p> |

Changes made after consulting with Paul Murphy 4/14/76 CKH

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>c. Working papers and log of individuals interviewed.</p> <p><i>obsolete or</i> Destroy when ^{no} longer necessary for current operations, <i>whichever is sooner.</i></p> | | |