

**REQUEST FOR 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
 Deputy Assistant Secretary for Budget & Finance

3. MINOR SUBDIVISION
 Budget Presentation & Funds Management

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

5 TEL. EXT
 101-23214

LEAVE BLANK RG 59	
DATE RECEIVED OCT 2 1972	JOB NO
DATE APPROVED	NN-173-75
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
DATE 10-18-72	<i>James B. [Signature]</i> ARCHIVIST OF THE UNITED STATES

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 5 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.

9/28/72 (Date) *Donald J. Simon* (Signature of Agency Representative) Donald J. Simon, Chief R (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	This schedule applies to all records pertaining to or resulting from the planning and presentation of the Departments budget, control of budget execution, management of centralized operations of all funds for American salaries and International Travel Assignments, development and execution of the Department's reimbursement operations, and related budget and funds management functions. <u>General</u>		
1.	General Correspondence and records which document the Department of State budget policies and procedures and the development, establishment and execution of budget plans, programs and procedures. <u>Retain Permanently.</u> (See: Records Retention Plan NN 464.7, Item 14).		
2.	Correspondence Files not otherwise covered in this schedule Destroy when 5 years old.	X	
3.	Workpapers, cost statements and rough data accumulated in preparation of annual budget estimates. Destroy when 7 years old.	X	

24 items

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
4.	<p>Department of State Annual Budget. Includes Office of Management and Budget submission, revisions, congressional submissions, hearings, etc.</p> <p><u>a. Record Set.</u></p> <p><u>Retain Permanently.</u> (See: Records Retention Plan NN 464-7, Item 14b)</p> <p>b. All Other Copies.</p> <p>Destroy when 3 years old.</p>	X	
5.	<p>Budget and Funds Management Directives. Consists of numbered memorandums providing detailed instructions and procedures in connection with the preparation of the Department's budget, its execution, and related Office of Management and Budget directives.</p> <p><u>a. Record Set</u></p> <p><u>Retain Permanently.</u> (See: Records Retention Plan NN 464-7, Item 14.)</p> <p>b. All other copies</p> <p>Destroy when 3 years old.</p>	X	
6.	<p>Cost Reduction Reports File. Includes feeder reports from all posts and bureaus and consolidated report to the Office of Management and Budget.</p> <p>Destroy when 4 years old.</p>	X	
7.	<p>Central control files for Office of Budget and Management issuances showing action responsibility with related funds management memorandums.</p> <p><u>Retain permanently.</u> (See: Records Retention Plan NN 464-7, Item 14.)</p>		

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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
	<u>Funds Control</u>		
8.	American Salaries Budget Working Files including budget working papers, ledger sheets, reports and correspondence. Destroy after 3 fiscal years.	X	
9.	International Travel Budget working files including budget work sheets, financial plans, liquidations analysis and related documents. Destroy after 3 fiscal years.	X	
10.	Employment Control Files including Employment Control Data DS 1658, Register-Employment Ceiling Control and Status Report of Employed Permanent American Ceilings committed. Destroy when 3 years old.	X	
11.	International Travel Authorization File consisting of travel authorizations, travel orders and related correspondence pertaining to international travel assignment. Destroy 6 years after separation of employee.	X	
12.	Travel Control Card. Destroy when 4 years old.	X	
13.	International Travel Authorization Reports		
	a. International Travel Authorization Register - Numeric (1) Destroy after 3 months except for June 30 Report (2) Destroy June 30 report when 10 years old.	X	(1) (2)
	b. Service Company Master List Destroy when 3 years old.	X	

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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>c. Centralized Payment of Storage</p> <p>(1) Destroy after 1 year except for June 30 report. (2) Destroy June 30 report when 10 years old.</p> <p>d. International Travel Average Cost per Trip.</p> <p>Destroy when 5 years old.</p> <p>e. International Travel Authorization.</p> <p>- Alpha Register.</p> <p>(1) Destroy after 3 months except for June 30 report. (2) Destroy June 30 report when 10 years old.</p> <p style="text-align: center;"><u>Reimbursements</u></p>		<p>(1)</p> <p>(2)</p>
14.	<p>Reimbursement Agreement Files (Agency Files) consisting of reimbursement agreements and estimates for various administrative support services provided by Department of State for other government agencies and related correspondence, reports and working papers.</p> <p>Destroy after 15 fiscal years.</p>	X	
15.	<p>Reimbursement General Correspondence Files, consisting of correspondence and working papers concerning reimbursement matters affecting Bureaus and Offices of the Department.</p> <p>Destroy when 5 years old.</p>	X	
16.	<p>Reimbursement - Post Files consisting of information copies of airgrams from posts concerning administrative support estimates.</p> <p>Destroy when 1 years old.</p>	X	
17.	<p>Reimbursement Report File</p> <p>a. Allotment Report</p> <p>Destroy when 3 years old.</p>	X	

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	<u>Accounting Control</u>		
18.	Apportionment & Reapportionment Schedules (SF-132) Destroy when 5 years old.	X	
19.	Allotment and Apportionment Controls for Salaries and expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-150A) worksheets and related correspondence. Destroy when 10 years old.	X	
20.	Appropriation Transfers (DS-11J1) Non-Expenditure Transfer Authorization and related correspondence. Destroy when 5 years old.	X	
21.	Consolidated Working Fund Agreements including correspondence, working papers, vouchers and receipts. (1) Destroy after 5 years except for basic agreements. (2) Destroy agreements when 10 years old.	X	(1) (2)
22.	Report on AID Funds Disbursed Destroy when 5 years old.	X	
23.	Operating Allowance Records Destroy when 5 years old.	X	
24.	Accounting Control Reports File, including Fund Status Report, Appropriation Allotment Status Report, Budget and Personnel Accounting Report, Financial Management Reports and Report on Budget Status (SF-133). Destroy when 5 years old.	X	