

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-88-019

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/09/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1/A was superseded by DAA-0059-2017-0002-0003.

Item 1/B was superseded by DAA-0059-2017-0002-0003.

Item 1/C was superseded by DAA-0059-2017-0002-0003.

Item 2/C was superseded by DAA-0059-2017-0002-0003.

Item 3/B was superseded by DAA-0059-2017-0002-0002.

Item 4/A was superseded by DAA-0059-2017-0002-0002.

Item 4/B was superseded by DAA-0059-2017-0002-0002.

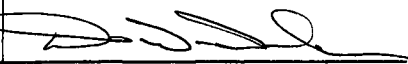
Item 4/D was superseded by DAA-0059-2017-0002-0003.

Item 5/A was superseded by DAA-0059-2017-0002-0004.

Item 5/B was superseded by DAA-0059-2017-0002-0004.

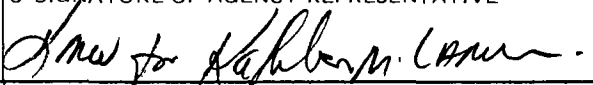
Item 6/B was superseded by DAA-0059-2017-0002-0004.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-59-88-19	DATE RECEIVED 2/6/89
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OIG		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		4 NAME OF PERSON WITH WHOM TO CONFER Betty F. Bates	5 TELEPHONE EXT 647 - 6018
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE 2/28/89	ARCHIVIST OF THE UNITED STATES 

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 ___ 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 01/19/89	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Kathleen M. Lannon Chief, Records Management Staff
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>Correspondence Files</p> <p>a. Inspection Correspondence (Foreign Service)</p> <p>Contains any and all correspondence including cables, memoranda, letters and other documentation bearing on specific inspections of overseas posts with the EXCEPTION of that having to do with COMPLIANCE matters.</p> <p>Disposition Retire to FAIM/RSC when 4 years old. Destroy when 10 years old.</p> <p>b. Inspection Correspondence (Departmental)</p> <p>Contains any and all correspondence including cables, memoranda, letters and other documentation bearing in specific inspections of Departmental offices with the EXCEPTION of that having to do with COMPLIANCE matters.</p> <p>Disposition Retire to FAIM/RSC when 4 years old Destroy when 10 years old.</p> <p>c. General Correspondence</p> <p>Contains any and all correspondence including cables, memoranda, letters and other documentation of a general nature arranged by subject with the EXCEPTION of matters having to do with COMPLIANCE</p>	<p>II-NN-3616 item 1</p> <p>GRS 23, Item 1</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
2	<p>Disposition Retire to FAIM/RSC when 4 years old Destroy when 10 years old</p> <p>Inspection Reports and Compliance Files (Foreign Service)</p> <p>Consists of reports prepared by the Office of Inspector General with related memorandums and communications pertaining to the effectiveness of each installation, with recommendations for improvement, correspondence including cables, memoranda and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the workpapers</p> <p>a. Master File of reports</p> <p>b. Compliance Files</p> <p>PERMANENT Retire to RSC when 4 years old Transfer to WNRC when 10 years old Offer to the National Archives when 30 years old</p> <p>Est. volume.: 10 cu. ft Est. annual accumulation 2 cu ft.</p> <p>c. Working papers and log of individuals interviewed.</p> <p>d Extra copies of reports</p>	<p>NC-59-76-5 Item 1(a)</p> <p>NC-59-76-5 Item 2(c)</p> <p>NC-59-76-5 Item 1(b)</p>	
3	<p>Inspection Reports and Compliance Files (Departmental)</p> <p>Consists of reports prepared by the Office of Inspector General with related memoranda and communications pertaining to the effectiveness of each office with recommendations and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the workpapers</p> <p>a. Master File of Reports</p> <p>b. Compliance Files</p> <p>PERMANENT Retire to FAIM/RSC when 4 years old Transfer to the WNRC when 10 years old Offer to the National Archives when 30 years old</p> <p>Est. volume 10 cu ft Est. annual accumulation 2 cu ft</p> <p>c Working papers and log of individuals interviewed</p>	<p>NC-59-76-5 Item 2(a)</p> <p>NC-59-76-5 Item 2(d)</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
4	<p>d. Extra copies of reports</p> <p>Audit Reports and Compliance Files</p> <p>Consist of reports prepared by the Office of Inspector General with related memoranda and communications pertaining to the audits of each installation or function, with recommendations for improvement, correspondence including cables, memorandums and miscellaneous documentation to and from particular offices involved comprising the record of compliance, as well as the worksheets</p> <p>a Master File of Reports</p> <p>PERMANENT Retire to FAIM/RSC when 10 years old Transfer o the WNRC when 20 years old. Offer to the National Archives when 30 years old.</p> <p>Est. volume: 4 cu ft Est. annual accumulation 2 cu. ft</p> <p>b. Compliance Files</p> <p>PERMANENT Retire to FAIM/RSC when 4 years old. Transfer to the WNRC when 10 years old. Offer to the National Archives when 30 years old</p> <p>Est. volume 2 cu ft Est annual accumulation 1 cu ft</p> <p>c Extra copies of reports</p> <p>Destroy when 3 years old</p> <p>d Audit Working Papers</p> <p>Consists of working papers, supporting audits of Deparrment functions, installations, and activities. Includes documentation evidencing all work performed, analyses and conclusions.</p>	NC-59-76-5 Item 2(b)	
5	<p>Investigative Reports and Files</p> <p>Consists of Reports of Investigation; complaint file allegations to include hotline reports, and correspondence pertianing to OIG investigations Files also contain final case disposition data to include a record of criminal and administrative actions resulting from investigations</p>	NC1-59-77-2 Item 2	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
6	<p>a. Files containing information or allegations which are of an investigative nature but do not relate to specific investigations.</p> <p>Disposition: Destroy when 5 years old.</p> <p>b. All other investigation case files</p> <p>Disposition. Cut off inactive files at end of calendar year. Destroy when 10 years old</p> <p>Case Files on Waste, Fraud and Mismanagement Allegations</p> <p>b. Files on cases which are referred to the Office of the Director General or other Departmental offices for administrative action</p> <p>Disposition: Place in inactive file upon written notification of Director General or other Department of State office review and decision Retain in office for 1 year, then retire to RSC. Destroy 7 years after case becomes inactive. (NC1-59-82-13, item 1b)</p>	<p>GRS 25 Item 3(a)</p> <p>GRS 25 Item 4(b)</p> <p>NC1-59-82-13 Item 1(b)</p>	