

REQUEST FOR RECORDS POSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-048	DATE RECEIVED 9/28/04
1. FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Ombudsman for Civil Service			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 1-10-05	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

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 9/1/2004	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department Records Officer A/RPS/IPS/PP
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

1/10/05
 24 copies sent to Agency, NARA

DEPARTMENT OF STATE
Office of the Secretary of State
Ombudsman for Civil Service Employees
{S/CSO}

1. Program Files.

Arranged chronologically or by subject. Memorandums, reports, e-mail messages, correspondence, notes, drafts, studies, publications, notices, and other materials relating to the work and activities of the Ombudsman for Civil Service Employees.

Lot 03D295

Temporary. Retire to a records storage facility immediately. Destroy in 2028.