

| | | | |
|--|-------------------------------|---|---|
| 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. N1-59-86-1 | DATE RECEIVED 10-15-85 |
| 1. FROM (Agency or establishment) Department of State | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Office of the Secretary (S) | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 (S/FSG) Exec. Secretary of the Foreign Service Grievance Board | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Betty Bates | 5. TELEPHONE EXT. 622-8806 | DATE 6-19-86 | ARCHIVIST OF THE UNITED STATES <i>Frank A. Banks</i> |
| 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; 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 9/30/85 | C. SIGNATURE OF AGENCY REPRESENTATIVE Kathleen Lannon <i>Kathleen Lannon</i> | D. TITLE Chief, Records Management Staff |
|--------------------|---|---|

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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><u>Foreign Service Grievance Board Records of Proceedings</u></p> <p>Case files involving appeals by employees of State, AID, USIA, Commerce and Agriculture when management decisions on personnel policy or procedures reached after an agency review in the grievance process did not result in agreement. Includes charges, i.e. grievant's original letter, responses, i.e. acknowledgement of grievant's letter, and other related correspondence, i.e. exhibits substantiating charges, memos notifying of hearing dates, etc., hearing briefs, Board or, if litigation pursued, court transcript of proceedings, etc.</p> <p>a. Paper Records Not Microfilmed</p> <p>Destroy 25 years after case is closed.</p> <p>b. Paper Records Microfilmed</p> <p>Destroy when 1 year old and after it has been ascertained that reproduced micro-filmed copies have been made in accordance with NARA regulations and are adequate substitutes for the paper records.</p> | | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 2

| 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> |
|-------------------|--|--|---|
| | <p>Microfilm Records</p> <p>1) Silver Originals Destroy 25 years after case is closed</p> <p>2) Positive Vesicular Copies Destroy 25 years after case is closed.</p> | | |