

**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

All Bureaus

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>10 MAR 1977</b>	JOB NO. <b>NC 1-59-77-15</b>
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.	
<u>3-15-77</u> Date	<u>James B. Rhodes</u> 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.

3/7/77  
(Date)

William F. Farrell  
(Signature of Agency Representative)

Chief, Records 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 align="center">Bureau Work/Study Employee Files</p> <p>Includes copy of memorandum requesting SY clearance, SF-171 and the official notification of SY clearance. Files also contain evaluation reports, correspondence with individual prior to hiring; transcript of grade (s) received; letters of recommendation for the work study program; and statement indicating number of college credits received.</p> <p align="center">Destroy 2 years after termination of employee</p>		

*Sent to NAF & Agency  
3/18/77 Jlew*

*1 item*