

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

RMH(A) 7/18/80

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Bureau of Personnel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Alice L. Harris

5. TEL EXT

632-8806

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

LEAVE BLANK	
JOB NO	NC1-59-80-16
DATE RECEIVED	3-17-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <u>3-28-80</u>	<u>James E. O'Neil</u> Archivist of the United States

C. DATE <u>2/24/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>William F. Farrell</u>	E. TITLE Chief, Records Management Staff
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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>Service Record Cards, 194⁸-Present.</p> <p>Card files containing detailed record of each employee's service in the Department, including appointment, assignment and promotion history, pay changes, diplomatic titles, conversion, separation, etc. The cards cover both Civil Service and Foreign Service employees.</p> <p>DESTROY in PER/MGT/RMR three years after separation or transfer of employee or when no longer needed for reference, whichever is longer.</p> <p>Refs: RMH(A) Item 040105^b GRS 1, Item 2^b</p> <p>Note: This schedule amends Job No. NC-59-75-16, which was never published in RMH(A).</p> <p>Justification for authority to supersede GRS 1: Frequent reference is made to these files in responding to requests for information regarding the employment of present and former Department employees. No specific file cutoff is feasible, so the Bureau of Personnel wishes to retain the cards as long as reference to them is required.</p>	<p><u>NC-59-75-16</u></p> <p><u>RMH(A)</u> <u>040105^b</u></p> <p><u>GRS 1/2^b</u> (Conversion)</p>	<p><u>1 item</u></p>

*Amended
Per Telecom
w. Mr. Harris
10 Mar 80
DSS*

*Copy to agency
Closed - 4-2-80*