

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Ken

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 Office of Recruitment,
Examination & Employment

4 NAME OF PERSON WITH WHOM TO CONFER
PFMurphy

5 TEL EXT
632-8806

LEAVE BLANK	
JOB NO	NCT-59-82-15
DATE RECEIVED	AUG 31 1982
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

A Request for immediate disposal

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

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	
8/26/82	<i>Paul F. Murphy</i>	<i>acting Chief Records Management Staff</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Candidate Card Record Card Record of candidates who have taken written examination for appointment as Foreign Service Officers. Cards indicate written examinations, scores and other handwritten processing information. Destroy when 3 years old.	INNA 400, Item 7 <i>Ratt</i> 040306 <i>GRS 23/76</i> NN-173 --62, Item 2	WITHDRAWN
2.	Dossiers - Successful candidates. Dossiers of candidates who are certified for appointment and who accept appointments. Includes correspondence with applicant, report of oral assessment and other scores, autobiography and information on prior experience. <i>8/26/82</i> DESTROY WHEN 10 YEARS AFTER YEAR IN WHICH EMPLOYEE APPOINTED.	<i>Ratt</i> 040308	WITHDRAWN