

2011 CD 27 Feb 80/4

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

All Foreign Service Posts

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 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 2/20/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff (FADRC/RM)
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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
1	<p>Personnel Folders on Foreign Service National Employees.</p> <p>Official Personnel Folders maintained in the post's Personnel Section.</p> <p>a. Documents of temporary value on the left-hand side.</p> <p>DESTROY UPON TRANSFER OF THE OPF.</p> <p>b. Documents on the right-hand side.</p> <p>1. Transferred employees.</p> <p>Forward OPF upon request to gaining post or federal agency, after destroying temporary documents.</p> <p>2. Separated employees.</p> <p>Retire to the Department's Personnel Records Branch (PER/MGT/RMR) 1 year after separation or death of employee, for transfer to the National Personnel Records Center in St. Louis, Missouri.</p> <p>REF: RMH(B), Item 07002</p>	<p>RMH(B) 07002</p>	<p><i>4 items</i></p>

*Copy to agency
Closed out 5-28-80 J.E.*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>Service Record Cards (SF-7) on Foreign Service National Employees.</p> <p><i>Amended per telcom on 10/1/51 2/10/52</i></p> <p>Place in inactive file upon separation ^{or transfer} of employee. Retain at post until no longer needed for reference use. DESTROY at post when three years old or when no longer needed for reference, whichever is longer.</p>	<i>GRS 1/2A</i>	