

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

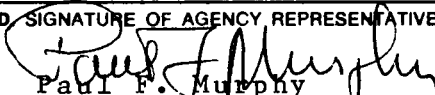
632-8806

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 3 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
8/10/82	 Paul F. Murphy	Acting Chief, Records Management Staff

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Local Personnel Investigative Files.  a. Locals who were certified for employment.  (1) Post Security Office copy.  Destroy 1 year after termination of employment.  (2) Regional Security Office copy.  Destroy 3 years after termination of employment.  b. Locals who were refused certification for employment on basis of information of record.  (1) Post Security Office copy.  Note card and destroy.	II-NNA-2840, item 1  RHH (8) 0820/a(1)  0820/a(2)  NN-169-120, item 3  0820/a(1)	

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
	<p>(2) Regional Security Office copy.</p> <p>Note card and destroy.</p> <p>c. Locals who were investigated but who abandoned their application.</p> <p>(1) Post Security Office copy.</p> <p>Note card and forward to Regional Security Office after case is closed.</p> <p>(2) Regional Security Office copy.</p> <p>(a) File containing derogatory information.</p> <p>Destroy when 5 years old.</p> <p>(b) File containing NO derogatory information.</p> <p>Destroy when 1 year old.</p> <p>d. Locals and local applicants who were terminated for cause.</p> <p>(1) Post Security Office copy.</p> <p>Forward to Regional Security Office.</p> <p>(2) Regional Security Office copy.</p> <p>Destroy 5 years after termination, except for certain reporting required by security regulations.</p>	<p>082014(2)</p> <p>II-NNA-2840, item 1</p> <p>and</p> <p>NN-169-120, item 2</p> <p>08201d(1)</p> <p>08201c(2)</p> <p>NN-169-120, item 3</p> <p>08201d(1)</p> <p>08201d(2)</p>	
2.	<p>Security Investigation Card Files.</p> <p>Card files on security investigations conducted at post. Cards record basic data on cases of: (1) Foreign Service Nationals certified for employment, including initial and subsequent</p>	<p>new item</p>	

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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>investigations; (2) foreign nationals refused employment; (3) foreign nationals who abandoned an employment application after the security investigation was conducted; (4) American government employees for whom an overseas investigation is required; (5) non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program; and (6) individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.</p> <p>Cards are filed alphabetically, and maintained in active/inactive series. Cards on employed Foreign Service Nationals should remain in the active series until the individual is terminated by resignation, retirement or death. All cards should be transferred to the inactive file when the case is closed.</p> <p>a. Post Security Office.</p> <p>Destroy 2 years after transfer to the inactive file.</p> <p>b. Regional Security Office.</p> <p>Destroy 20 years after transfer to the inactive file.</p> <p>Reference: RMH(B) Item 08201</p>		