

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-00-07	DATE RECEIVED 07/13/2001
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Human Resources		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Recruitment, Examination, and Employment			
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE 202 261-8339	DATE 7-31-01	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested.

DATE 7/2/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

SECTION 2 RECRUITMENT, EXAMINATION AND EMPLOYMENT

Recruitment and Employment

1. 040201 Recruitment and Employment General Subject Files.

Correspondence, reports, and other reference material pertaining to the operation and administration of recruitment and employment functions.

- a. Recordkeeping copy (paper).

DISPOSITION Destroy when 10 years old. (NC1-59-80-5, item 1)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION Destroy/delete within 180 days after recordkeeping copy has been produced.

~~040202 Reserved for future use.~~

2. 040203 Trip Files.

Correspondence, reports, and other documentation of recruitment trips, conferences, and speaking engagements.

- a. Recordkeeping copy (paper).

DISPOSITION. Destroy when 5 years old. (NC1-59-80-5, item 2)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

~~040204 Applicant Files.~~

~~Application for employment (SF 171 or similar form) related forms, and correspondence, i.e. students.~~

- ~~a. Recordkeeping copy (paper).~~

~~DISPOSITION: Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, provided the requirement of the OPM Operating Manual Guide to Recordkeeping is observed. (GRS 1, item 15)~~

- ~~b. Electronic version of records created by electronic mail and word processing applications.~~

~~DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)~~

~~040205-6 Reserved for future use.~~

3. 040207 Dossiers-Foreign Service Reappointment Candidates.

a. Dossiers of Foreign Service Reappointment Candidates who took the oral examination. Correspondence and other documentation concerning reappointment to the Foreign Service including Qualifications Evaluation Report and report of oral examination.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 2 years after the year of reappointment for transfer to WNRC. Destroy when 7 years old. (NC1-59-80-5, item 5)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. Dossiers of Foreign Service Reappointment Candidates who did not take the oral examination. Correspondence and other documentation concerning reappointment to the Foreign Service including Qualifications Evaluation Report.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years from the date of most recent documentation.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

~~040208-10 Reserved for future use.~~

4. 040211 Dossiers-Foreign Service Non-career Appointees.

Includes correspondence and other documentation concerning appointment to the Foreign Service outside the examination process.

a. Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years from the date of most recent documentation.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

~~040212 Reserved for future use.~~

5. 040213 Recruitment and Employment Policy and Procedure Files.

Correspondence, reports, reference material, policy documentation, and procedural matters relating to the development and administration of Recruitment and Employment.

- a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to NARA when 20 years old.

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

6. 040214 Diplomat-in-Residence General Subject Files.

Consists of general information regarding the Diplomat-in-Residence Program, correspondence with university officials regarding the program, participants report on the program.

- a. Recordkeeping copy (paper).

DISPOSITION. Destroy when 3 years old.

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

7. 040215 Diplomat-in-Residence Case Files.

Correspondence with university and ambassador regarding appointment of Diplomat-in-Residence, and reports on evaluation of activities on campus.

- a. Recordkeeping copy (paper)

DISPOSITION: Destroy when 3 years old.

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

040216 Drug Testing Program Files.

Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress.

[NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by item 040509 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s)]

- a. Drug test plans and procedures, [Excluding documents that are filed in "records sets" of formal issuances (directives, procedures, handbooks, operating manuals, and the like)].

Consist of copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. [See note (2).] (GRS 1, item 36a).

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

b. Employee Acknowledgment of Notice Forms

Files contain forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging they have received notice that they may be tested.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when employee separates from testing designated position. [See note (2)] (GRS 1, item 36b).

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

c. Selection/Scheduling Records.

Records relating to the selection of specific employees for testing and the scheduling of tests. Included are list of selectees, notification letters, and testing schedules.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old. [See note (2).] (GRS 1, item 36c)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

d. Chain of Custody Records.

Records relating to the collection and handling of specimens. Consist of forms and other records used to maintain control and accountability of specimen from the point of collection to the final disposition of the specimen

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old. [See note (2)] (GRS 1, item 36d(2))

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

e. Test Results

Records documenting individual test results. Included are reports of testing, notifications of employees/applicants and employing office documents relating to follow-up testing.

(1) Positive Results.

(a) Recordkeeping copy (paper)

DISPOSITION: Retire to RSC when 1 year old for transfer to WNRC. Destroy when 10 years old. (GRS 1, 36e(1))

(b) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

(2) Negative Results.

(a) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old. (GRS 1, item 36e (2))

(b) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

8. **040217 Student Employment Program Database.**

This on-line system tracks applicants, selects and hires for each student program. It provides trend analysis, demographics, management reports to analyze pool and evaluates program results. Included in the system are applicants for Internships, Presidential Management Interns (PMI's), Foreign Affairs Fellowship Program Interns, Summer Hires, Stay-in-School (SIS) and Co-Operative Education Program (Co-Op).

DISPOSITION: Cut off file every three years. Destroy 65 years after cutoff.

~~040218-20 Reserved for future use.~~

Examination

9. **040221 FSO Written Examination Master File.**

Consist of one copy of the FSO Written Examination for each year.

DISPOSITION: Permanent. Retire to RSC every 5 years for transfer to the WNRC. Transfer to the National Archives when 25 years old. (NC1-59-80-20, item 1a and b)

10. **040222 Master File of Agenda and Minutes of the Board of Examiners for the Foreign Service.**

a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-80-20, item 2)

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

11. **040223 Examination General Subject Files.**

Arranged by subject. Includes correspondence and memoranda relating to preparation and grading of Written Examination by a contract testing service; procedures for oral examinations; lists of candidates designated for appointment; press releases or other publicity on examinations; and any other pertinent reports or studies.

a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old. (NC1-59-80-20, item 3)

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

12. **040224 FSO Written Examination Results.**

Registers of candidates' names and statistical tabulations submitted by the contract testing service.

DISPOSITION: Retire to RSC when 7 years old for transfer to WNRC. Destroy when 20 years old. (NC1-59-80-20, item 4b)

13. **040225 FSO Written Examination Applications and Answer Sheets.**

Applications for FSO Written Examination and answer sheets for applicants who take that examination.

DISPOSITION: Destroy after 6 months.

14 **040226 Dossiers-Successful FSO Candidates.**

Dossiers of officer candidates who were certified for and accepted appointment. Includes correspondence with applicant, report of Oral Assessment, and information on experience.

- a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 2 years after the year of appointment for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 2)

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

15 **040227 Dossiers-Unsuccessful FSO Candidates.**

a. Dossiers of officer candidates who, after having taken the Written Examination, were determined to be eligible for the Oral Assessment but were not appointed. Includes correspondence with applicant, report of any Oral Assessment, and information on experience.

- (1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 2 years after the year of the Written Examination for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 3)

- (2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. Dossiers of officer candidates who, after having passed the Qualifications Evaluation Panel process, took the oral examination but were not appointed. Includes correspondence with applicant, report of the oral examination, and information on experience.

- (1) Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years from the date of the most recent documentation.

- (2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced

c. Dossiers of officer candidates who failed the Qualifications Evaluation Panel process or who, having passed that process, failed to take the oral examination. Includes correspondence with applicant and information on experience.

- (1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 2 years after the year of the oral examination for transfer to WNRC. Destroy when 7 years old.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

16. **040228 Dossiers-Successful Specialist Candidates.**

Dossiers of specialist candidates who were certified for and accepted appointment. Includes correspondence with applicant, report of oral examination, and information on experience.

a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 2 years after the year of appointment for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 4)

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

17. **040229 Dossiers-Unsuccessful Specialist Candidates.**

a. Dossiers of specialist candidates who, having passed the Qualification Evaluation Panel process, took the oral examination but were not appointed. Includes correspondence with applicant, report of the oral examination, and information on experience.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 2 years after the year of the oral examination for transfer to WNRC. Destroy when 7 years old. (NC1-59-83-6, item 5)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. Dossiers of specialist candidates who failed the Qualification Evaluation Panel process or who, having passed that process, failed to take the oral examination. Includes correspondence with applicant and information on experience.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years from the date of the most recent documentation.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

18. **040230 Annual Report of the Board of Examiners for the Foreign Service.**

a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

19. 040231 Examination Policy and Procedure Files.

Consist of correspondence, reports, reference material, policy documentation and procedural matters relating to the development and administration of the Examination process.

a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when 10 years old for transfer to WNRC.
Transfer to the National Archives when 25 years old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.