

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-59-00-14	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 07/13/2001	
2 MAJOR SUBDIVISION Bureau of Human Resources		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Overseas Employment		DATE 7-31-01	
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE 202 261-8339	ARCHIVIST OF THE UNITED STATES <i>J. 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 J. Peppe</i>	TITLE Department of State Records Officer
-------------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 13 OVERSEAS EMPLOYMENT

1. 041301 Subject Files.

Consist of correspondence, memoranda and reports documenting the development and implementation of policies, regulations, and procedures concerning the personnel management of all direct hire and personal services contract Foreign Service National (FSN) employees. Also includes correspondence documenting policies and procedures to offices in the Department, other Federal agencies and post overseas on personnel issues, etc.

- a. Recordkeeping copy (paper).

DISPOSITION: Destroy when ten 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.

2. 041302 Country Files.

Consist of correspondence, memoranda, reports, telegrams from posts, studies, surveys, staffing patterns, cases, reorganizations, and other documents on salary/benefits and classification, etc.

- a. Recordkeeping copy (paper).

DISPOSITION: Destroy when 10 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.

3. 041303 Classification Survey Data Files.

- a. Consist of classification reports, conversion charts and surveys, and other related correspondence.

- (1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 1 year old for transfer to WNRC. Destroy when 10 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.

- b. Microfilm copies: Silver halide original and positive vesicular microfilm copy.

DISPOSITION: Destroy when 10 years old or when no longer needed for reference purposes.

c. Correspondence, reports and other records relating to inspections, surveys, desk audits and evaluations, etc.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy when 3 years old or 2 years after inspection by OIG, whichever is sooner. (GRS 1, item 7c (1))

(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. Background material including copies of communications, memoranda, worksheets, questionnaires and other material collected or created in preparing various classification reports, studies, and surveys.

(1) Routine Cases.

(a) Recordkeeping copy (paper).

DISPOSITION: Destroy 1 year after completion of related survey or study.

(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.

(2) Precedent Cases.

(a) Recordkeeping copy (paper).

DISPOSITION: Destroy when of no further reference value. (NN-173-138, item 1b)

(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.

041304 Case files for reclassification, position appeals, reclassification standards, job series, etc.

a. Recordkeeping copy (paper).

DISPOSITION: Destroy 3 years after case is closed, or when case ceases to have value as a precedent. (GRS 1, item d(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)

4. **041305 Wage Survey Files.**

Consist of wage survey reports and data

a. Background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

~~(1) Recordkeeping copy (paper).~~

~~DISPOSITION: Destroy after completion of second succeeding wage survey. (GRS 1, item 38)~~

~~(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. Microfilm copies: silver original and positive vesicular microfilm copy.

DISPOSITION: Retain in PER/OE. Destroy when 10 years old or when no longer needed for reference purposes, whichever is sooner.

c. Salary Schedules and Local Compensation Plans.

Wage schedules for all established work weeks (40 hr.-48 hr. etc.); rates and rules pertaining to premium pay and holiday pay; and a full description of all authorized direct benefit plans such as severance pay plans, insurance plans, etc.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 3 years old for transfer to WNRC. Destroy when 25 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.

(3) Microfilm copies: silver original and positive vesicular microfilm copy.

DISPOSITION: Retain in PER/OE. Destroy when 10 years old or when no longer needed for reference purposes, whichever is sooner.

~~041306 Position Descriptions.~~

~~Record copy of position descriptions that include information on title, series, grade, duties, responsibilities, and related documents.~~

- a. Recordkeeping copy (paper).

DISPOSITION: Destroy 2 years after position is abolished or description is superseded.
(GRS 1, item 7b)

- 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)

5. **041307 Overseas Employment (OE) Claims.**

Claims by current or former FSN employees pertaining to personnel issues requesting compensation. Consist of a wide variety of copies of claim forms and a wide variety of copies of personnel paperwork that may cover several decades. Contains copies of correspondence, personnel forms, superior's reports of injury, request for change of classification or designation, unpaid compensation, etc. Also contains copies of official records, legislation enacted by Congress, legal documents supporting relationship of claimant to the FSN, agency's investigation of claim, recommendations, and final decisions.

- a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 1 year after all claims in folder have been totally resolved on that individual. Destroy when 7 years old. (N1-59-88-30)

- 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. **041307 Chronological Files.**

Extra copies of documents of outgoing communications of all types, arranged chronologically without regard to subject. The official record copy is filed in the designated recordkeeping program file.

DISPOSITION: Destroy when 1 year old, or sooner if no longer needed for current operation.