

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of State

2. MAJOR SUBDIVISION  
 Bureau of ██████████ Human Resources

3. MINOR SUBDIVISION  
 Resource Management and Organization Analysis

4. NAME OF PERSON WITH WHOM TO CONFER  
 Marria Braden

5. TELEPHONE  
 202 261-8339

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NA-59-00-17

DATE RECEIVED  
 5/30/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 6-5-02

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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  
 5/4/2000

SIGNATURE OF AGENCY REPRESENTATIVE  
*Margaret G. Peppers*

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 GRS OR SUPERSEDED JOB CITATION	10.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)

*SH* Copies sent to Agency, AWARD, NAME, NUMBER

SECTION 16 RESOURCE MANAGEMENT AND ORGANIZATION ANALYSIS

Lawsuit Coordination Unit

{ 1 } 041601 Class Action Lawsuit Files

Records include information from employee personnel files and other Department offices related to issues in the lawsuits (e.g., performance evaluations; assignments, promotions, training, pay actions, Foreign Service written and oral examination results. Documents are related to the implementation of lawsuit settlement agreements, including monetary, prospective, and individual (e.g., retroactive promotions, awards, or assignments) relief under the consent decrees. Included are correspondence with class members or their attorneys, Department Notices, cables, copies of court decisions and documents, legal briefs, records of hearings and meetings, deposition transcripts, consent decrees, reports, statistical analyses, exhibits, action and information memoranda.

a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC 4 years after resolution for transfer to WNRC. Destroy when 15 years old.

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

Obsolete: These items reflect a print and file process. Reported on 2/18/19 by Mark Sgambettera

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

041602-09 Reserved for future use.

Resource Planning and Allocation

{ 2 } 041610 Correspondence Files. Arranged by bureau and chronologically.

Documents relate to the allocation of personnel resources. Included are memorandums, copies of authorization notices relating to positions and employment ceilings, requests for funding, reimbursements, and related correspondence.

a. Recordkeeping copy (paper).

DISPOSITION: Cut off at the end of the calendar year. Destroy when 5 years old.

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

Obsolete: See above note 2/18/19

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

{3} 041611 Statistical Reports.

Copies of monthly and annual reports reflecting authorized positions and employment levels. Reports generated by PER/EX/IM.

DISPOSITION: Destroy <sup>when one year old.</sup> ~~1 year after the year issued.~~ MRH 03/22/02

041612-19 Reserved for future use.

Workforce Planning and Compensation

{4} 041620 Staffing Patterns (Microfilm).

Monthly tabulations of Foreign Service and Civil Service employees listed alphabetically by post, staff office or bureau in the Department.

a. Master Set. (Vesicular Copy)

DISPOSITION: Retain in PER/RMA. Destroy when 50 years old or when no longer needed for reference purposes, whichever is sooner.

b. Copies maintained by other offices.

DISPOSITION: Destroy on receipt of next month's copy. (NN-172-202, item 5)

~~{5} 041621 Position Classification Appeals Files.~~

~~(1) Case files relating to classification appeals, excluding OPM classification certificate.~~

~~DISPOSITION: Destroy 3 years after case is closed. (GRS 1, item 7d(1))~~

~~(2) Certificates of classification issued by OPM.~~

~~DISPOSITION: Destroy after affected position is abolished or superseded. (GRS 1, item 7d(2))~~

{6} 041622 Study/Project Files.

Studies or projects relating to position classification, position management, occupational structure, compensation, workforce or resource planning etc.

a. Recordkeeping copy (paper).

DISPOSITION: Retire to the RSC 5 years after completion for transfer to WNRC. Destroy when 15 years old. Files may be maintained longer if needed for administrative use. MRH 03/06/02

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

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

Obsolete: These items  
reflect a print and file  
process.  
Reported on 2/8/19 by  
Mark Sgambettero