

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-59-86-8	DATE RECEIVED 9-15-86
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Personnel, Office of Management		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Regulations & Research Division			
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5 TELEPHONE EXT 647-6021	DATE 12-9-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bandy</i>
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 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D TITLE Kathleen M. Lannon Chief, Records Management	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	Foreign Service Employees Conduct, Suitability, and Discipline <i>RM(A)041104</i> b. Case files consisting of sensitive Communications with Foreign Service employees and/or their supervisors concerning allegations of misconduct, marital or nonsupport problems, personal indebtedness, black market operations, narcotics traffic, visa fraud, or bribery; informal hearings regarding alleged misconduct; and sensitive or other privileged information about an employee exchanged between top officials of the Department and principal officers overseas. Retire to FAIM 2 years after separation of employee from the Foreign Service, and destroy 15 years after separation date.	NCI-59-77-18,3a NI-174-28 NCI-59-77-18,3b	
2	c. Case files consisting of sensitive communications with Foreign Service employees, their supervisors, and the Diplomatic Security Service concerning repeated security violations. Destroy 2 years after separation of employees from the Foreign Service.		2 items