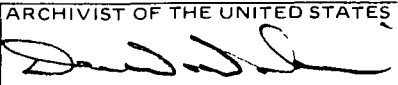


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-59-88-15
1 FROM <i>(Agency or establishment)</i>		DATE RECEIVED	2-8-88
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Alice L. Murray	647 - 0321	2/4/88	
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, 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	D TITLE
2/1/88		Kathleen M Lannon Chief, Records Management Staff

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Automated Personnel Transaction System (APTS)</u></p> <p>An automated system used to manage the Foreign Service personnel assignment system. Includes all data pertaining to the assignment bid and panel process, and telegrams, correspondence, and forms issued for employee transfer, travel, or training. The on-line database contains only current information. Once a year, or sooner if necessary, selected data is archived on magnetic tape. All personnel transactions are also entered into the main personnel database, the Table-Driven On-line Foundation Software (TOFS).</p> <p>Destroy when information is obsolete or no longer needed</p> <p>NA-14028 attached.</p>		