


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI-59-88-16</i>	DATE RECEIVED <i>2-8-88</i>
1 FROM (Agency or establishment) <b>Department of State</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Bureau of Personnel</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION <b>Office of Management</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Alice L. Murray</b>	5 TELEPHONE EXT <b>647-0321</b>	DATE <i>5/24/84</i>	ARCHIVIST OF THE UNITED STATES 
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 2 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 <b>1/27/88</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <b>Kathleen M. Lannon</b>	D TITLE <b>Chief, Records Management Staff</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p><u>Personnel From Side (PERFS)</u></p> <p>An automated system used to prepare the SF-52, Request for Personnel Action, electronically route the form for all required approvals, and automatically update the central personnel and payroll database.</p> <p>Data is maintained on-line until a completed SF-52 is issued. Data on completed transactions is archived monthly. Tapes may be destroyed after 10 years, or when active agency use ceases.</p> <p>NA-14028 attached</p>		

*Copies sent to agency  
MFMMS*

*5/23/88*