

November 24, 1992

Mr. Kenneth F. Rossman  
Chief, OIS/RA/RD  
Room 1512  
Department of State  
Washington, DC 20520-1512

Dear Ken:

Per discussion of November 20, 1992, between David Langbart and Marria Braden, we are canceling Job No. N1-59-91-31 without taking action. We now understand that the Director General of the Foreign Service is revising its schedules and there will be another SF 115 submitted when that task is completed.

Please call David Langbart on 501-6049 if you have any questions.

Sincerely,

JAMES J. HASTINGS  
Director  
Records Appraisal  
and Disposition Division

Official File-NI  
Day File-NIR

cc: Langbart  
N1-59-91-31 Job File

DLangbart:mj            t11/24/92            doc: 1599131.ltr:wp

File: DEPT OF STATE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-59-91-31
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	7-10-91
2. MAJOR SUBDIVISION Dir. General of the Foreign Service (Personnel)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Betty Bates	5. TELEPHONE EXT. 202- 647-6018	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 6 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 7/3/91	C. SIGNATURE OF AGENCY REPRESENTATIVE John A. Cruce <i>John A. Cruce</i>	D. TITLE Acting Chief Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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>(INARS USE ONLY)</i>
1	<p style="text-align: center;">RECRUITMENT, EXAMINATION AND EMPLOYMENT</p> <p>RECRUITMENT, EXAMINATION AND EMPLOYMENT POLICY AND PROCEDURE FILES</p> <p>CORRESPONDENCE, REPORTS AND OTHER POLICY MATERIAL PERTAINING TO THE OPERATION AND ADMINISTRATION OF THE OFFICE OF RECRUITMENT, EXAMINATION, AND EMPLOYMENT.</p> <p>PERMANENT. TRANSFER TO RSC WHEN 10 YEARS OLD. OFFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p> <p>EST. CU. FT. - 1 EST. ANNUAL ACCUMULATION - 2"</p>		Entire schedule withdrawn
2	<p>ANNUAL REPORT OF THE BOARD OF EXAMINERS FOR THE FOREIGN SERVICE</p> <p>PERMANENT. TRANSFER TO RSC WHEN 10 YEARS OLD. OFFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p> <p>EST. CU. FT. - 1.25 EST. ANNUAL ACCUMULATION - LESS THAN 1"</p>		

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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)
3	<p>FSO WRITTEN EXAMINATION MASTER FILE</p> <p>ONE COPY OF FSO WRITTEN EXAMINATION FOR EACH YEAR.</p> <p>PERMANENT. TRANSFER TO RSC EVERY 5 YEARS. OFFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p> <p>EST. CU. FT. - 1" EST. ANNUAL ACCUMULATION - .25"</p>	NC1-59-80-20, item 1a.	
4	<p>FSO WRITTEN EXAMINATION APPLICATIONS AND ANSWER SHEETS</p> <p>APPLICATIONS FOR FSO WRITTEN EXAMINATION AND ANSWER SHEETS FOR APPLICANTS WHO TAKE THAT EXAMINATION.</p> <p>DESTROY AFTER 6 MONTHS.</p>		
5	<p>FSO WRITTEN EXAMINATION RESULTS</p> <p>REGISTERS OF CANDIDATES' NAMES AND STATISTICAL TABULATIONS SUBMITTED BY THE CONTRACT TESTING SERVICE.</p> <p>TRANSFER TO RSC WHEN 7 YEARS OLD. DESTROY WHEN 20 YEARS OLD.</p>		
6	<p>DOSSIERS - SUCCESSFUL FSO CANDIDATES</p> <p>DOSSIERS OF OFFICER CANDIDATES WHO WERE CERTIFIED FOR AND ACCEPTED APPOINTMENT. INCLUDES CORRESPONDENCE WITH APPLICANT, REPORT OF ORAL ASSESSMENT, AND INFORMATION ON EXPERIENCE.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF APPOINTMENT. DESTROY WHEN 7 YEARS OLD.</p>	NC1-59-83-6, item 2	
7	<p>DOSSIERS - UNSUCCESSFUL FSO CANDIDATES</p> <p>A. DOSSIERS OF OFFICER CANDIDATES WHO, AFTER HAVING TAKEN THE WRITTEN EXAMINATION, WERE DETERMINED TO BE ELIGIBLE FOR THE ORAL ASSESSMENT BUT WERE NOT APPOINTED. INCLUDES CORRESPONDENCE WITH APPLICANT, REPORT OF ANY ORAL ASSESSMENT, AND INFORMATION ON EXPERIENCE.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF THE</p>	NC1-59-83-6, item 3	

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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)
	<p>WRITTEN EXAMINATION. DESTROY WHEN 7 YEARS OLD.</p> <p>B. DOSSIERS OF OFFICER CANDIDATES WHO AFTER HAVING PASSED THE QUALIFICATIONS EVALUATION PANEL PROCESS, TOOK THE ORAL EXAMINATION BUT WERE NOT APPOINTED. INCLUDES CORRESPONDENCE WITH APPLICANT, REPORT OF THE ORAL EXAMINATION, AND INFORMATION ON EXPERIENCE.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF THE ORAL EXAMINATION, AND DESTROY WHEN 7 YEARS OLD.</p> <p>C. DOSSIERS OF OFFICER CANDIDATES WHO FAILED THE QUALIFICATIONS EVALUATION PANEL PROCESS OR WHO, HAVING PASSED THAT PROCESS, FAILED TO TAKE THE ORAL EXAMINATION. INCLUDES CORRESPONDENCE WITH APPLICANT AND INFORMATION ON EXPERIENCE.</p> <p>DESTROY 2 YEARS FROM THE DATE OF MOST RECENT DOCUMENTATION.</p>		
8	<p>DOSSIERS - SUCCESSFUL SPECIALIST CANDIDATES</p> <p>DOSSIERS OF SPECIALIST CANDIDATES WHO WERE CERTIFIED FOR AND ACCEPTED APPOINTMENT. INCLUDES CORRESPONDENCE WITH APPLICANT, REPORT OF ORAL EXAMINATION, AND INFORMATION ON EXPERIENCE.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF APPOINTMENT. DESTROY WHEN 7 YEARS OLD.</p>		
9	<p>DOSSIERS - UNSUCCESSFUL SPECIALIST CANDIDATES</p> <p>A. DOSSIERS OF SPECIALIST CANDIDATES WHO, HAVING PASSED THE QUALIFICATIONS EVALUATION PANEL PROCESS, TOOK THE ORAL EXAMINATION BUT WERE NOT APPOINTED. INCLUDES CORRESPONDENCE WITH APPLICANT, REPORT OF THE ORAL EXAMINATION, AND INFORMATION ON EXPERIENCE.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF THE ORAL EXAMINATION. DESTROY WHEN 7 YEARS OLD.</p> <p>B. DOSSIERS OF SPECIALIST CANDIDATES WHO FAILED THE QUALIFICATIONS EVALUATION PANEL PROCESS OR</p>		

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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)
10	<p>WHO, HAVING PASSED THAT PROCESS, FAILED TO TAKE THE ORAL EXAMINATION. INCLUDES CORRESPONDENCE WITH APPLICANT AND INFORMATION ON EXPERIENCE.</p> <p>DESTROY 2 YEARS FROM THE DATE OF MOST RECENT DOCUMENTATION.</p> <p>DOSSIERS - FOREIGN SERVICE REAPPOINTMENT CANDIDATES</p> <p>A. DOSSIERS OF FOREIGN SERVICE REAPPOINTMENT CANDIDATES WHO TOOK THE ORAL EXAMINATION AND WERE REAPPOINTED. CONSISTS OF CORRESPONDENCE AND OTHER DOCUMENTATION CONCERNING REAPPOINTMENT TO THE FOREIGN SERVICE. INCLUDES QUALIFICATIONS EVALUATION PANEL REPORT AND REPORT OF ORAL EXAMINATION.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF REAPPOINTMENT. DESTROY WHEN 7 YEARS OLD.</p> <p>B. DOSSIERS OF FOREIGN SERVICE REAPPOINTMENT CANDIDATES WHO TOOK THE ORAL EXAMINATION BUT WERE NOT REAPPOINTED. CONSISTS OF CORRESPONDENCE AND OTHER DOCUMENTATION CONCERNING REAPPOINTMENT TO THE FOREIGN SERVICE. INCLUDES QUALIFICATIONS EVALUATION PANEL REPORT AND REPORT OF ORAL EXAMINATION.</p> <p>TRANSFER TO RSC 2 YEARS AFTER THE YEAR OF THE ORAL EXAMINATION. DESTROY WHEN 7 YEARS OLD.</p> <p>C. DOSSIERS OF FOREIGN SERVICE REAPPOINTMENT CANDIDATES WHO DID NOT TAKE THE ORAL EXAMINATION. CONSISTS OF CORRESPONDENCE AND OTHER DOCUMENTATION CONCERNING REAPPOINTMENT TO THE FOREIGN SERVICE. INCLUDES QUALIFICATIONS EVALUATION PANEL REPORT.</p> <p>DESTROY 2 YEARS FROM THE DATE OF MOST RECENT DOCUMENTATION.</p>		
11	<p>DOSSIERS - FOREIGN SERVICE NONCAREER APPOINTEES</p> <p>INCLUDES CORRESPONDENCE AND OTHER DOCUMENTATION CONCERNING APPOINTMENT TO THE FOREIGN SERVICE OUTSIDE THE EXAMINATION PROCESS.</p>		
12	<p>EMPLOYMENT REVIEW COMMITTEE FILES</p> <p>CORRESPONDENCE, REPORTS, AND OTHER MATERIAL</p>		

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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)
13	<p>PERTAINING TO THE ADMINISTRATION AND DELIBERATIONS OF THE EMPLOYMENT REVIEW COMMITTEE.</p> <p>PERMANENT. TRANSFER TO RSC WHEN 5 YEARS OLD. OFFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p> <p>EST. CU. FT. - .75 EST. ANNUAL ACCUMULATION - 2"</p> <p>STANDARD OPERATING PROCEDURE FILES</p> <p>CORRESPONDENCE, REPORTS, AND OTHER MATERIAL PERTAINING TO THE DEVELOPMENT AND APPLICATION OF STANDARD OPERATING PROCEDURES.</p> <p>PERMANENT. TRANSFER TO RSC WHEN 5 YEARS OLD. OFFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p> <p>DESTROY 2 YEARS FROM THE DATE OF MOST RECENT DOCUMENTATION.</p> <p>EST. VOL. ON HAND - 2" EST. ANNUAL ACCUMULATION - 1"</p> <p>CAREER MOBILITY</p>		
14	<p>MUSTANG PROGRAM FILES</p> <p>FILES OF FOREIGN SERVICE AND CIVIL SERVICE APPLICANTS FOR ENTRY INTO THE FOREIGN SERVICE JUNIOR OFFICER CAREER CANDIDATE PROGRAM. INCLUDES APPLICATION, AUTOBIOGRAPHY, INFORMATION ON COLLEGE TRAINING/Written EXAM SCORES, THE BOARD OF EXAMINERS' FINAL INTEGRATION FORM, AND THE SIGNED TENURE STATEMENT.</p> <p>A. SUCCESSFUL APPLICANTS</p> <p>TRANSFER TO RSC 2 YEARS AFTER YEAR OF APPOINTMENT. DESTROY WHEN 7 YEARS OLD.</p> <p>B. UNSUCCESSFUL APPLICANTS</p> <p>TRANSFER TO RSC 2 YEARS AFTER YEAR OF ORAL ASSESSMENT. DESTROY WHEN 7 YEARS OLD.</p>		
15	<p>FUNCTIONAL SPECIALIZATION FILES</p> <p>FILES OF FOREIGN SERVICE AND CIVIL SERVICE APPLICANTS FOR CAREER REDIRECTION TRAINING IN A DESIGNATED SPECIALTY. INCLUDES APPLICATION, THE</p>		

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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)
16	<p>BOARD OF EXAMINERS' NARRATIVE MATERIAL, TRAINING/EVALUATION DATA, AND SKILL CODE CHANGES.</p> <p>A. SUCCESSFUL APPLICANTS</p> <p>TRANSFER TO RSC 2 YEARS AFTER YEAR OF APPOINTMENT. DESTROY WHEN 7 YEARS OLD;</p> <p>B. UNSUCCESSFUL CANDIDATES</p> <p>TRANSFER TO RSC 2 YEARS AFTER YEAR OF ORAL EXAMINATION. DESTROY WHEN 7 YEARS OLD.</p> <p>DEVELOPMENTAL ASSIGNMENTS PROGRAM</p> <p>FILES OF CIVIL SERVANT APPLICANTS FOR LIMITED DURATION ASSIGNMENTS INTO OVERSEAS FOREIGN SERVICE POSITIONS.</p> <p>A. SUCCESSFUL CANDIDATES</p> <p>TRANSFER TO RSC 2 YEARS AFTER YEAR OF APPOINTMENT. DESTROY WHEN 7 YEARS OLD.</p> <p>B. UNSUCCESSFUL CANDIDATES</p> <p>TRANSFER TO RSC 2 YEARS AFTER YEAR OF PANEL REVIEW OF APPLICATION. DESTROY WHEN 7 YEARS OLD.</p>		