

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 Personnel

3. MINOR SUBDIVISION

Records Mgt, Regulations & Research Div. (PER/EX/RR)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Victoria A. Coffineau

202-647-6022

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-59-93-15

DATE RECEIVED

8/27/96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

9-3-96

ARCHIVIST OF THE UNITED STATES

John W. Paul

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 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, 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
8/15/96
~~8/15/94~~

SIGNATURE OF AGENCY REPRESENTATIVE

Blunette H. Rossman

TITLE

Records Officer
U.S. Department of State

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Performance Evaluation General Subject Files.</p> <p>Arranged by subject. Reports, memorandums, telegrams, correspondence, issuances, minutes of meetings, agendas for meetings, and other policy documentation documenting significant policy, procedural and organizational matters relating to the development and administration of the Department of State program for performance evaluation, promotion and separation of Foreign Service Officers, and other Foreign Service employees.</p> <p>Annual accumulation: 1-2 feet</p> <p>DISPOSITION: Permanent. Retain in Performance Evaluation Division for 7 years. Transfer to RSC with related Panel records for retirement to WNRC. Transfer to the National Archives when 30 years old.</p>	NN-173-131/1a,b	

SEP - 6 1996 *mv copy to: Agency, NCF NNT*

2. Selection Board Promotion Panel Records

NN-173-131/2

Arranged by Board or Panel and thereunder by type of records. Precepts, minutes of meetings, comments and recommendations, findings, rankings, promotion lists, class lists, membership lists, and other records of Boards and Panels.

Annual accumulation: 2-3 feet

DISPOSITION: Permanent. Retain in Performance Evaluation Division for 7 years. Transfer to RSC in one year blocks for retirement to WNRC. Transfer to the National Archives when 30 years old in 5 year blocks.