

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-99-10
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	12/7/98
2 MAJOR SUBDIVISION Bureau of Finance and Management Policy		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Compensation and Pension		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Marria Braden	647-6762		WITHDRAWN

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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11-18-98	Rosemary Shivers	Department of State Records Officer

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

## **Finance and Management Policy (FMP)**

### **Office of Compensation and Pension**

#### **1. Foreign Service Retirement Case Files.**

File contains the "600 Package" including Computation of Annuity, DS-765; Foreign Service Retirement & Disability System, JF-37-Election of Annuity Benefits, SF-50-Notification of Personnel Action, SF-2817-Life Insurance Election, SF-2818-Continuation of Life Insurance as a Retiree or Compensationeer, and SF-2821-Agency Certification of Insurance Status.

##### **a. Official Files.**

DISPOSITION: Transfer to RSC 1 year after all survivor benefits have been paid for transfer to NPRC, St Louis. Destroy 115 years from date of employee's birth or 30 years after the date of employee's death, if no application for benefits is received.

##### **b. Electronic version of records created by electronic mail and word processing applications**

DISPOSITION: Delete when file copy is generated or when no longer needed for reference or updating.