

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 15 1975	JOB NO NC - 59-75-5
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
<p align="right">3-7-75 <i>James P. O'Neil</i> Date <i>acting</i> Archivist of the United States</p>	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Office of Personnel

3. MINOR SUBDIVISION

Personnel Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Lawrence T. Springer

5. TEL. EXT.

632-8806

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Sept. 30, 1974
(Date)

William P. Farrell Jr.
(Signature of Agency Representative)

Chief, Records Mgmt. Staff
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>General Subject Files</p> <p>a. Policy & Precedent Files - Official Personnel Folder Includes files on release of information from Official Personnel Folders on such matters as employee taxes, emergency visitation, court appearances, legal opinions, proposed changes to FAM, retirement, routine telegrams and other papers relating to these subjects. <i>Central reference file 17</i> Retire inactive files to Personnel Policy and Planning Division.</p> <p>b. Records of the Office of Personnel Files Survey - Background and Studies for the reorganization of the PER Files, including reports and recommendations approved, plans for implementing the files project, progress reports, disposal authorizations, etc. required in connection with the screening of files and other related papers. <i>Central reference file 17</i> Retire inactive files to Personnel Policy and Planning Division.</p> <p>c. Guideline Documents for the Screening Phase of the Project Destroy six months after completion of the project.</p>		

Copy to Agency 3/12/75 00

3 items