

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 15 1975	JOB NO. NC - 59-75-6
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-9-75	<i>James B. Rhoads</i>
Date	Archivist of the United States

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 Data 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

1/9/75

(Date)

William F. Farrell
(Signature of Agency Representative)

Chief, Records Management Branch

(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>Correspondence, proposals, memoranda and other papers relating to the automation of various personnel programs, including interoffice correspondence between PER and BF/FS</p> <p>a. Basic policy, plans and procedures files regarding PER input into ADP RETIRE INACTIVE FILES TO PERSONNEL POLICY AND PLANNING DIVISION.</p> <p>b. All other records DESTROY WHEN ONE YEAR OLD.</p>		
2.	<p>Personnel Audit Reports (Birthday PAR's). ADP report sheet filed alphabetically by name of employee. Reviewed for corrections and ultimately entered into the automated system on magnetic tape. DESTROY WHEN TWO YEARS OLD.</p>		
3.	<p>Table of ADP Codes. Monthly computer printout of codes developed by Date Services Branch in conjunction with the Civil Service Commission for entering factual data into the automated system in numerical form. DESTROY WHEN SUPERCEDED.</p>		
4.	<p>Personnel Actions Handbook</p> <p>a. Master file set and history or background documents RETIRE TO PERSONNEL POLICY AND PLANNING DIVISION WHEN SUPERCEDED.</p>		

(cont'd. on page 2)

Copy to Agency 4/16/75 DW

8 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Working papers and other related files</p> <p>DESTROY WHEN TWO YEARS OLD.</p> <p>5. CSC Input Actions (CPDF) Monthly Civil Service Commission Computer printout of State Department personnel actions, run from ADP tapes sent to CSC twice monthly.</p> <p>DESTROY WHEN ONE YEAR OLD.</p> <p>6. Service Record Cards</p> <p>RETAIN IN PER INDEFINITELY.</p>		