

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>JAN 15 1975</b>	JOB NO <b>NC - 59-75-7</b>
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 "with-drawn" in column 10.	
<i>4-15-75 James R. Roode</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

**Analysis and Requirement 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 Jr.*  
(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>Monthly Computer Printout Reports of Personnel Statistics and Employee Strength Records. Includes the Alphabetical List of Foreign Service Personnel, Domestic Staffing Pattern, Overseas Staffing Pattern, Current Monthly Action Lists and the Report of Federal Civilian Employment (SF113-a).</p> <p><del>RETAIN PERMANENTLY.</del> RETIRE INACTIVE FILES TO POLICY &amp; PLANNING DIVISION.</p> <p style="text-align: right;"><i>Central reference file 17</i></p>	<i>Examined in agency 28 Nov 75</i>	
2.	<p>General Personnel Statistical Studies. Includes Geographic Surveys, Grade Breakdown by Organization, FSO Positions by Function, Foreign Service Accessions, Men &amp; Women Count by Grade, Excepted Positions, Labor Dept. Reports and Foreign Service Separations.</p> <p><del>RETAIN PERMANENTLY.</del> <i>Destroy when 20 years old or sooner if no longer needed for reference.</i></p>		
3.	<p>Personnel on Detail to Other Agencies. Yearly Analytical Report. Original in MGT/EX</p> <p><del>RETAIN PERMANENTLY.</del> <i>DESTROY WHEN ONE YEAR OLD.</i></p>		
4.	<p>Employee Separation Reports. Yearly in-house analytical report used in preparation and support of budget estimates</p> <p><del>RETAIN PERMANENTLY.</del> <i>DESTROY when 20 years old or sooner if no longer needed for reference.</i></p>		
5.	<p>Language Training Statistical Reports.</p> <p><del>RETAIN PERMANENTLY.</del> <i>DESTROY WHEN ONE YEAR OLD.</i></p>		<i>13 items</i>

(cont'd. on page 2)

*Amended by R/Merica per phone call with L. Springer, FAORC,  
2 Apr 75. cc Copy to Agency 4/18/75 (Q.)*

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
6	Semiannual Report of Consultants on the rolls of the Department. Master List of Consultants. <i>Destroy when 20 years old or sooner if no longer needed for reference</i> <del>RETAIN PERMANENTLY.</del>		
7	Periodic Statistical Reports as required to implement policy changes, including the hiring of consultants, termination or extension of Foreign Service Reserve, Service Computation Date Listings for FSR's, etc. One time reports.  DESTROY WHEN ONE YEAR OLD.		
8	Weekly Report of Personnel Actions. DS-1666 ("Front Pages"). Copies.  DESTROY WHEN ONE YEAR OLD.		
9	Salary & Wages Report - CSC 1078 <i>Destroy when 20 years old or sooner if no longer needed for reference.</i> <del>RETAIN PERMANENTLY.</del>		
10	Monthly Federal Employment Statistics Bulletins. Issued by the US Civil Service Commission. <i>Non-Record.</i> DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE.		
11	General Subject Files  a. Alphabetical Subject File, consisting of memoranda, statistics and other back-up correspondence of a reference nature for compiling reports. <i>central reference file in</i> <del>RETAIN PERMANENTLY.</del> RETIRE INACTIVE FILES TO POLICY & PLANNING DIVISION  b. Subject Classification File, consisting of telegrams, airgrams and memoranda filed in accordance with the PER outline of the Department's Records Classification Handbook (RCH). <i>5 years old or sooner if</i> DESTROY WHEN NO LONGER NEEDED FOR CURRENT OPERATIONS.  c. Chronological Files  DESTROY WHEN TWO YEARS OLD.		