

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-059-75-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

This schedule was ultimately superseded by DAA-0059-2016-0004, DAA-0059-2013-0002, DAA-GRS-2017-0010-0012, DAA-GRS-2017-0010-0013, and DAA-GRS-2017-0007-0003 directly or by superseding an intermediate schedule.

Date Reported: 11/16/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JAN 15 1975</b>	JOB NO <b>NC - 59-75-8</b>
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 "with-drawn" in column 10</p> <p align="right">3-7-75 <i>James E. 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 - Personnel Services Division**

3. MINOR SUBDIVISION

**Employee Campaigns & Incentives Branch**

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

*10/8/74*  
(Date) *William F. Farrell*  
(Signature of Agency Representative)

**Chief, Records Management 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><b>Incentive Awards General Subject File</b></p> <p>Consisting of correspondence, reports, memoranda, staff studies and other documentation concerning the establishment and administration of awards</p> <p>a. Material documenting the establishment of specific awards</p> <p align="center"><i>central personnel reference file in</i></p> <p><i>RA</i> <b>RETIRE INACTIVE FILES TO PERSONNEL POLICY AND PLANNING DIVISION.</b></p> <p>b. All other material</p> <p><b>DESTROY WHEN 3 YEARS OLD.</b></p>		
<i>RA</i> 2 <i>15 Feb 75</i>	<p><b>Programs from Honor Award Ceremonies</b></p> <p><i>in agency</i> <b>RETAIN UNTIL OF NO FURTHER REFERENCE USE. Then Destroy</b></p>		
3	<p><b>Employee Suggestion Files - Forms DS-1075A and related office and post correspondence submitted under the Department's beneficial suggestions program.</b></p> <p><b>RETAIN FOR TWO YEARS AFTER CLOSE OF CASE; THEN DESTROY</b></p>		
4	<p><b>Initiating office copy of Vouchers for funds paid out to employees in the form of cash awards</b></p> <p><b>DESTROY WHEN 1 YEAR OLD.</b></p>		

*Copy to Agency 3/12/75*

*10 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
5 <i>14-15 Feb 75</i>	Employee Blood Donor Record Card File, for emergency use in cases where blood is needed by an employee of the Department or a member of employee's family. <i>Destroy when 50 years old.</i> <del>RETAIN UNTIL OF NO FURTHER REFERENCE USE</del>		
6	Combined Federal Campaign Records, including lists of quotas, pink copy of Keyman's report by offices and other related documents.  DESTROY WHEN 4 YEARS OLD		
7	U.S. Savings Bond Drive Records, including all correspondence regarding participation, quotas, distribution, organization and publicity.  DESTROY WHEN 2 YEARS OLD.		
8	Blood Donor Program Records  Includes correspondence covering emergency needs, "Gallon Club" members list, Blood Drive Correspondence and printing specifications and requisitions for Blood Donor Certificates  DESTROY WHEN 3 YEARS OLD.		
9	Chronological Files, consisting of blue flimsy copies of memoranda concerning the Combined Federal Campaign, Blood Drive and Savings Bonds Drive.  DESTROY WHEN 1 YEAR OLD.		