INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule was ultimately superseded by DAA-0059-2016-0004, DAA-0059-2013-0002, DAA-GRS-2017-0010-0012, DAA-GRS-2017-0010-0013, and DAA-GRS-2017-0007-0003 directly or by superseding an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

REQUEST R AUTHORITY TO DISPOSE OF RECORDS

LEAVE BLANK

DATE RECEIVED

JAN 1 5 1975

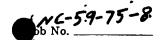
JOB NO

(See Instructions on Reverse)		JAN 1 5 1975	59-75-8	
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408		NO	00 10	
		NOTIFICATION TO AGENCY		
1. FROM (AGENCY OR ESTABLISHMENT)		la accordance with the account	44 U.S.C. 2202 No. do-	
Department of State		In accordance with the provisions of 44 U.S.C. 3303a the dis- posal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with- drawn" in calumn 10		
2. MAJOR SUBDIVISION				
Office of Personnel - Personnel Services Division				
3. MINOR SUBDIVISION				
Employee Campaigns & Incentives Branch				
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.		of 1:1 - 0	
Lawrence T. Springer	632-8806	3-7-75 Jan	res 2. O hell	
6 CERTIFICATE OF AGENCY REPRESENTATIVE:		Date active Archivist of the United States		

10/8/71 (Date)	Millum Fattelling Chief, Records M. (Signature of Agency Representative)	lanagement	Staff
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9, SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Incentive Awards General Subject File		
	Consisting of correspondence, reports, memoranda, staff studies and other documentation concerning the establishment and administration of awards		
AY 25E475	a. Material documenting the establishment of specific awards Central Personnel reference File RETIRE INACTIVE FILES TO PERSONNEL POLICY AND PLANNING DIVISION.	17	
	b. All other material		
	DESTROY WHEN 3 YEARS OLD.		{
75 ²	Programs from Honor Award Ceremonies 19 28ency RETAIN UNTIL OF NO FURTHER REFERENCE USE. Then Destroy		
3	Employee Suggestion Files - Forms DS-1075A and related office and post correspondence submitted under the Department's beneficial suggestions program.		
ļ	RETAIN FOR TWO YEARS AFTER CLOSE OF CASE; THEN DESTROY		
4	Initiating office copy of Vouchers for funds paid out to employees in the form of cash awards		
	DESTROY WHEN 1 YEAR OLD.		10 item

Copy to Agency 3 (12/75)

STANDARD FORM 115 Revised November 1970 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4 115-105



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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	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.		
158415	Destroy when 50 years old. RETAIN UNTIL OF NO FURTHER REPERSES.		
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.		5