

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 15 1975	JOB NO NC - 59-75-8
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>Incentive Awards General Subject File</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>RETIRE INACTIVE FILES TO PERSONNEL POLICY AND PLANNING DIVISION.</p> <p>b. All other material</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
2	<p>Programs from Honor Award Ceremonies</p> <p><i>in agency</i></p> <p>RETAIN UNTIL OF NO FURTHER REFERENCE USE. Then Destroy</p>		
3	<p>Employee Suggestion Files - Forms DS-1075A and related office and post correspondence submitted under the Department's beneficial suggestions program.</p> <p>RETAIN FOR TWO YEARS AFTER CLOSE OF CASE; THEN DESTROY</p>		
4	<p>Initiating office copy of Vouchers for funds paid out to employees in the form of cash awards</p> <p>DESTROY WHEN 1 YEAR OLD.</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	<p>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.</p> <p><i>Destroy when 50 years old.</i></p> <p>RETAIN UNTIL OF NO FURTHER REFERENCE USE</p>		
6	<p>Combined Federal Campaign Records, including lists of quotas, pink copy of Keyman's report by offices and other related documents.</p> <p>DESTROY WHEN 4 YEARS OLD</p>		
7	<p>U.S. Savings Bond Drive Records, including all correspondence regarding participation, quotas, distribution, organization and publicity.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		
8	<p>Blood Donor Program Records</p> <p>Includes correspondence covering emergency needs, "Gallon Club" members list, Blood Drive Correspondence and printing specifications and requisitions for Blood Donor Certificates</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
9	<p>Chronological Files, consisting of blue flimsy copies of memoranda concerning the Combined Federal Campaign, Blood Drive and Savings Bonds Drive.</p> <p>DESTROY WHEN 1 YEAR OLD.</p>		