

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule was ultimately superseded by DAA-0059-2016-0004, DAA-0059-2013-0002, DAA-GRS-2017-0010-0012, DAA-GRS-2017-0010-0013, and DAA-GRS-2017-0007-0003 directly or by superseding an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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 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><i>RA</i> RETIRE INACTIVE FILES TO PERSONNEL POLICY AND PLANNING DIVISION.</p> <p>b. All other material</p> <p>DESTROY WHEN 3 YEARS OLD.</p> | | |
| <i>RA</i> 2 <i>15 Feb 75</i> | <p>Programs from Honor Award Ceremonies</p> <p><i>in agency</i> 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 <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> RETAIN UNTIL OF NO FURTHER REFERENCE USE | | |
| 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. | | |