

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 15 1975	JOB NO NC - 59-75-9
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
4-15-75 Date	<i>James B. Rhoads</i> 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

Personnel Office

3. MINOR SUBDIVISION

Career Counseling and Assignments Records

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 T. Farrell Jr.
(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>Foreign Service Mustang Program Files. Applicant files for upward promotion in the Foreign Service through a program designed to identify, select and train exceptional employees whose rank is below the officer level. Name files containing application form DS-1720; 1 copy of PAR; FSEE score sheet; applicant's autobiography; essay written at the time of oral examination; memorandum from PER/BEX reporting passing/failing grade on examination; letter from Executive Secretary of BEX informing applicant of the results of the exam; other miscellaneous correspondence regarding the program.</p> <p>a. Successful applicants who have been assigned under the program</p> <p>FORWARD APPLICANT'S PAPERS TO CDC FILES (CAREER DEVELOPMENT CASE FILES). (See Item #041110, <u>NN-172-202</u>, Item 4a)</p> <p>b. Successful applicants who have not been assigned</p> <p>DESTROY 5 YEARS AFTER DATE OF EXAM.</p> <p>c. Unsuccessful applicant files</p> <p>DESTROY WHEN 3 YEARS OLD.</p>	<p>3 yrs after separation</p>	<p>6 items</p>

(Continued on Page 2)

Copy to Agency 4/18/75 *dw*

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
2	<p>Grievance Files</p> <p>Includes Subject Files and Case Files on individual employees. Subject Files mainly deal with interoffice memoranda. Name Case files contain correspondence with employee and/or his representative, official memoranda, legal depositions, documents removed from Official Personnel Files, and other papers in support of grievance claims.</p> <p>a. Name Case Files</p> <p>RETAIN UNTIL OF NO FURTHER REFERENCE USE.</p> <p>b. All other grievance cases.</p> <p>RETAIN FOR 15 YEARS AFTER CLOSE OF CASE OR SEPARATION OF EMPLOYEE, WHICHEVER EVENT OCCURS FIRST, AND THEN DESTROY.</p>		
3	<p>Civil Service Mustang Program Files.</p> <p>Applicant Files for a program of selecting talented junior employees for Foreign Service careers. Name cases in this file contain an application form (DS-1720), a copy of the applicant's FSEE test scores, an essay on an assigned topic, a letter explaining the results of the oral examination and the score sheet.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		

*DDA:ia
for L. Springer
2 Apr 75*