

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED FEB 4 1975 | JOB NO NC - 59-75-11 |
| NOTIFICATION TO AGENCY | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 3-7-75 Date | <i>James P. O'Neil</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
Bureau of Administration

3. MINOR SUBDIVISION
Office of Security

4. NAME OF PERSON WITH WHOM TO CONFER
Donna M. Cooper

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

1/30/75
(Date)

William F. Farrell, Jr.
(Signature of Agency Representative)

William F. Farrell, Jr. Chief
(Title) **O/F ADRC/RR**

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-------------|---|--|------------------|
| 1 | <p>Personnel Security Clearance Case Files</p> <p>Contains a record of investigations of personnel employed, or whose relationship to the Government requires a security clearance.</p> <p align="center">Destroy 30 years after date of last action.</p> | <p>NN-172-188 item 5 <i>50 yrs</i></p> | |
| 2 | <p>Applicant Security Clearance Case Files</p> <p>Contains a record of investigations of applicants for employment.</p> <p align="center">Destroy <u>10</u> years after date of last action.</p> | <p>NN-172-188 item 5 <i>50 yrs</i></p> | |

Item 2 was amended to read "Destroy 10 years after date of last action" to comply with Civil Service Commission requirements. Per phone call to E. Clayton Averitt, Asst. Chief, Div. of Program Planning & Management, Bureau of Personnel Investigations CSC, thru Charles Chesek, CSC Records Officer. *Ronald J. News, M.D., 24 Feb 75,*

Copy to Agency & WNRG 3/12/75 (D)
Copy to WNRG 3/19/75 (D)

2 items