

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

**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

3. MINOR SUBDIVISION

Personnel Data Services

4. NAME OF PERSON WITH WHOM TO CONFER

Lawrence T. Springer

5. TEL. EXT.

632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
MAY 30 1975	NC - 59-75-16
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>	
6-18-75	<i>James B. Rhoads</i>
Date	Archivist of the United States

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

May 27, 1975
(Date)

William F. Farrell, Jr.
William F. 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>Service Record Cards</p> <p>Card files containing detailed record of each employee's service in the Department, including appointment, assignment and promotion history, pay changes, diplomatic titles, conversion, separation, etc. The cards cover separated Departmental personnel, both Civil and Foreign Service.</p> <p>a. Inactive service record cards, dating from approx. 1890-1939; 4" x 6" cards, approx. 8 linear feet. PERMANENT. OFFER TO NATIONAL ARCHIVES AT THIS TIME FOR DIRECT ACCESSION.</p> <p>b. Inactive Foreign Service record cards (DS-935), dating from approx. 1940-1969.</p> <p>RETIRE TO NATIONAL PERSONNEL RECORDS CENTER, ST. LOUIS, JAN. 1, 1989, OR WHEN NO LONGER NEEDED FOR REFERENCE USE, WHICHEVER COMES FIRST. NPRC TO HOLD FOR SAME 75 YEAR PERIOD AS RELATED OFFICIAL PERSONNEL FILES.</p> <p style="text-align: center;">(cont'd. on page 2)</p>	<p>GRS-1</p> <p>Intro.</p> <p>Item 2</p>	

Copy to Agency & NCR 6/23/75

4 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
	<p>c. Inactive Civil Service record cards (SF-7), dating from approx. 1940-1969.</p> <p>CARDS FOR EMPLOYEES SEPARATED ON OR AFTER JANUARY 1, 1948, SHOULD BE DESTROYED BEFORE JANUARY 1, 1989, OR WHEN NO LONGER NEEDED FOR REFERENCE USE, WHICHEVER COMES FIRST. CARDS FOR EMPLOYEES SEPARATED ON OR BEFORE DECEMBER 31, 1947, SHOULD BE TRANSFERRED TO NPRC, ST. LOUIS BY JAN. 1, 1989, OR WHEN NO LONGER NEEDED FOR REFERENCE USE, WHICHEVER COMES FIRST. NPRC TO HOLD FOR SAME 75 YEAR PERIOD AS RELATED OFFICIAL PERSONNEL FILES.</p> <p>d. Inactive service record cards dating from approx. 1970 to the present.*</p> <p>DISPOSE 3 YEARS AFTER YEAR OF EMPLOYEE'S SEPARATION OR TRANSFER TO ANOTHER AGENCY.</p> <p>* Any cards covering the service of Foreign Service Officers who entered on duty in the 1930's or prior to 1946 should be segregated and retired to NPRC for 75 year retention since the personnel actions covering service for this period have been found missing from their files. Some of these career officers have retired recently and a few are still on the rolls.</p>	<p><i>Item 2</i></p> <p><i>Item 2</i></p>	