



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>	