

**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

D

3. MINOR SUBDIVISION

BFS

4. NAME OF PERSON WITH WHOM TO CONFER

Lawrence T. Springer

5. TEL. EXT.

X25897

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 22 1976 NC 1 - 59-77-8	JOB NO.
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>	
2-3-77 Date	<i>James B Rhoads</i> 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

DEC 16, 1976 *William F. Farrell* Chief Pds Mgmt Staff
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 <i>Phw 1-24-77</i>	D/BFS Administrative Files. Records Management, Chrons, Personnel, Administrative, Budget, Privacy Act Requests, etc. Retrievable by subject/date. a. Routine papers (includes blank forms, ref. copies of info. DESTROY WHEN 3 YEARS OLD. memoes, routine notices of meetings, requisitions.) b. All other files RETIRE AFTER 3 YEARS TO RSC. DESTROY WHEN 10 YEARS OLD. (includes Carter-Mondale transition file, budgets, Privacy Act requests.)		
2 <i>Phw 1-24-77</i>	Board of the Foreign Service Subject Files. Agreements under E.O. 11636, Correspondence, Studies, Memoranda, Administrative, Chrons, miscellaneous, etc. Retrievable by subject/date. a. Routine papers (includes copies of EEO circulars, Executive DESTROY WHEN 3 YEARS OLD. Orders, questionnaires, ref. copies of routine correspondence, transmittal letters, b. All other files agreements sent to BFS for info.) RETIRE AFTER 3 YEARS TO RSC. DESTROY WHEN 10 YEARS OLD. (includes studies commissioned by BFS and current interagency agreements.)		
3 <i>Phw 1-24-77</i>	Board of the Foreign Service Precept Files and Promotion Lists. Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration. Retrievable by year/agency/name of board. (includes issues voted upon by the Board, and working papers; does not include published precepts; constitutes 1 series.) NO privilege-restricted material		<i>RtB</i>

SENT TO NNF, NCW, AND AGENCY - 2/9/77 *Phw*

13 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
4 <i>Ph</i> 1-24-77	<p style="text-align: center;"><i>a</i>, PERMANENT — <i>RTB</i></p> <p>REVIEW AFTER 3 YEARS RETAINING RECORDS CONTAINING BOARD ACTIONS, AND RETIRE WITH BFS MEETING FILES (ITEM 4) TO RSC. TRANSFER TO WNRC, SUITLAND, WHEN 10 YEARS OLD. OFFER TO ARCHIVES WHEN 20 YEARS OLD. (includes draft precepts + records of meetings at which precepts were discussed; constitutes 1 series). <i>b</i>, other records (includes published precepts + transmittal memos) - Destroy when 3 yrs. old. <i>RTB</i></p> <p>Board of the Foreign Service Meeting Files. Notices of meetings, documents considered, verbatim transcripts, minutes, related correspondence. Retrievable by meeting date. (constitutes 1 series, arr. by meeting date; all records re issues discussed and actions taken.)</p> <p>PERMANENT FILE. RETIRE TO RSC WHEN 3 YEARS OLD. TRANSFER TO WNRC, SUITLAND, WHEN 10 YEARS OLD. OFFER TO ARCHIVES WHEN 20 YEARS OLD.</p>	6 in/yr <i>RTB</i> 8 in/yr <i>RTB</i>	
5 <i>Ph</i> 1-24-77	<p>Board of the Foreign Service Separation Case Files. (Cases involving foreign service personnel whose separation for cause, under Sec. 637 of the Foreign Service Act of 1946 was requested by the Director General of the Foreign Service.) Director General's letters of charge, employees' responses, and other correspondence; transcripts of hearing; reports of hearing officers; recommendations to the Secretary by the Board. Retrievable by name of employee. (constitutes 1 series; are individuals' case files.)</p> <p>REVIEW AFTER 3 YEARS AND RETIRE TO RSC. DESTROY 10 YEARS AFTER DATE OF LAST ACTION ON CASE.</p>		
6 <i>Ph</i> 1-24-77	<p>Board of the Foreign Service Disputes Panel Administrative Files. Disputes Panel Procedures, General Correspondence, Administrative, etc. Retrievable by subject/year.</p> <p>a. Routine papers (includes correspondence re times of meetings, complimentary letters to Board members, routine administrative matters.) DESTROY WHEN 3 YEARS OLD.</p> <p>b. All other files RETIRE AFTER 3 YEARS TO RSC. DESTROY WHEN 10 YEARS OLD. (dossiers on Board members, documentation of procedures, procedural files.)</p>		
7 <i>Ph</i> 1-24-77	<p>Board of the Foreign Service Disputes Panel Appeals Case Files. (Cases involving appeals by employee organizations from foreign affairs agencies' management decisions on personnel policy or procedure when consultation did not result in agreement.) Charges, responses, complaints, reports by Disputes Panel, related correspondence. Retrievable by Appeals Case number.</p>		

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<p>PK 1-24-77 8</p>	<p>PERMANENT FILE. RETIRE TO RSC WHEN 3 YEARS OLD. TRANSFER TO WNRC, SUITLAND, WHEN 10 YEARS OLD. OFFER TO ARCHIVES WHEN 20 YEARS OLD. (constitutes 1 series, arr. numerically by case #; all records re issues discussed and actions taken.) <u>Employee-Management Relations Commission Administrative** Files.</u> Chrons, Administrative, Membership, Rules and Regulations, General Correspondence, etc. Retrievable by subject/date.</p> <p>a. Routine papers (includes chrons, AFSA proceedings, letters of transmittal, AFGE publications, newspaper clippings.) DESTROY WHEN 3 YEARS OLD.</p>	<p>8 in/yr RB</p>	
<p>PK 1-24-77 9</p>	<p>b. All other files RETIRE AFTER 3 YEARS TO RSC. DESTROY WHEN 10 YEARS OLD. (includes drafts of rules, regs, and procedural guide needed for current business.) <u>Employee-Management Relations Commission Case Files.</u> (Cases considered by the Employee-Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violation of standards of conduct; obligation of management to consult.) Charges, responses, briefs, decisions, related correspondence. Retrievable by case number and date by following categories: C - Unfair Practices/Standard of Conduct; OC - Obligation to Consult; R or SE - Representation (elections).</p>		
<p>PK 1-24-77</p>	<p>PERMANENT FILE. RETIRE TO RSC WHEN 3 YEARS OLD. TRANSFER TO WNRC, SUITLAND, WHEN 10 YEARS OLD. OFFER TO ARCHIVES WHEN 20 YEARS OLD. (constitutes 1 series, arr. by type of case--C, OC, R or SE--thereunder numerically by case number; all records re issues discussed and actions taken, also contains digest of final decisions; NOT individuals' case files.)</p> <p>NOTE: Total volume of permanent records expected to be offered to NARS annually will be approx. 2 cubic feet. Total volume of permanent records accumulated annually will be approximately 2 cubic feet. RB</p> <p>**substitute "Subject" for "Administrative"</p>	<p>1 cu.ft./yr. RB</p>	