

**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

Bureau of Personnel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL. EXT.

x28806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 5 APR 1977 NC 1-59-77-18	JOB NO.
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 "with-drawn" in column 10.	
<u>4-21-77</u> Date	<u>James B. Rhoads</u> 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.

2/28/77
(Date)

William F. Farrell
(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.	Suitability Case Files on Civil Service Employees a. Correspondence, reports, minutes of meetings with employees and other documentation in suitability and disciplinary cases where no formal hearing is convened. DESTROY 5 YEARS AFTER SEPARATION, OR 5 YEARS AFTER LAST ACTION, WHICHEVER IS SOONER. b. Correspondence, reports and other documentation concerning adverse action cases where a formal hearing is convened. DESTROY 5 YEARS AFTER SEPARATION, OR 5 YEARS AFTER LAST ACTION IN CASE, WHICHEVER IS SOONER.	NM-172-202 Item 22	
2.	Grievance Files on Civil Service Employees a. Subject files, developed by the Department of State consisting of policy and precedent material, including correspondence, memoranda, reports, and copies of pertinent documents in precedent cases. PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.	NC-59-75-9 ITEM 2	

10 items

Sent to agency and NNF, NNB 4/22/77

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>b. Case files consisting of correspondence with grievant and or his representative; legal depositions; hearing transcripts; and documents of a derogatory nature removed from employee's Official Personnel Folder; and all other papers relating to the employee's grievance.</p> <p>DESTROY 5 YEARS AFTER CASE IS CLOSED.</p> <p>3. Suitability Files on Foreign Service Employees</p> <p>a. Subject file consisting of correspondence, memoranda, reports, regulations and procedures, and any other documentation of a policy or precedent nature concerning misconduct by Foreign Service employees and appropriate types of disciplinary action.</p> <p>PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p> <p>b. Case files consisting of sensitive communications with Foreign Service employees and or their supervisors concerning allegations of misconduct, marital or non-support problems, personal indebtedness, black market operations, narcotics traffic, visa fraud, bribery, or repeated security violations requiring disciplinary action; informal hearings regarding alleged misconduct; and sensitive or other privileged information about an employee exchanged between top officials of the Department and principal officers overseas.</p> <p>DESTROY FIVE YEARS AFTER SEPARATION OF EMPLOYEE FROM THE FOREIGN SERVICE.</p>	NM 174-128	
4.	<p>Grievance Files on Foreign Service Employees</p> <p>a. Subject file consisting of correspondence, memoranda, reports, regulatory and procedural material, legislative and workshop records, and any other documents of a policy or precedent nature concerning the submission, handling or resolution of grievance cases.</p> <p>PERMANENT. OFFER TO NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p>		

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	<p>b. Case Files, consisting of all papers accumulated in connection with any informal grievance filed under the provisions of 3 FAM 664.4, including the grievant's original letter, or referral memorandum with attachments from the Foreign Service Grievance Board, acknowledgment of greivant's letter, further correspondence, memorandum of findings by the Greivance Staff, and reply to grievant; and case not falling within purview of 3 FAM 664.4 involving administrative review of the greivance of a separated employee; informal name file, consisting of correspondence indicating potential grievances that may be filed; and formal name file, consisting of a letter from a grievant or memorandum from the Foreign Service Grievance Board indicating that the grievant intends to file a formal grievance, with material pertinent to the Board's action, its remedial order, and any correspondence indicating compliance. EXCLUDES THE RECORDS OF THE FOREIGN SERVICE GRIEVANCE BOARD.</p> <p>DESTROY TEN YEARS AFTER CASE IS CLOSED</p>	(NM-174-25, ITEM 1)	
5.	<p>Performance Evaluation Case File</p> <p>Correspondence with Foreign Service employees regarding the submission of performance ratings or supplemental data for inclusion in their Performance Folders, inquiries or comments concerning the content of ratings, and other performance evaluation matters, excluding any rebuttals that are filed only in the employee's Official Performance Folder.</p> <p>DESTROY FIVE YEARS AFTER SEPARATION OF EMPLOYEE FROM THE FOREIGN SERVICE</p>	NM-174-27	
6.	<p>Administrative Clearances for Separation (DS-8a)</p> <p>Consists of original form prepared by administrative office in Department or at post at the time an employee separates from either the Foreign Service or Civil Service, indicating the return of security identification card, parking permit, dining room pass, library or files material charged to employee, etc. This item does <u>not</u> include form DS-8, Fiscal Clearance for Final Salary Payment, or DS-1055, Separation Statement.</p> <p>DESTROY SIX MONTHS AFTER SEPARATION OF EMPLOYEE</p>		