

Rev NCO 710477

REQUEST FOR RECORDS DISPOSITION AUTHORITY.
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION;
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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.
632-8806

LEAVE BLANK	
JOB NO	
N C 1 5 9 7 8 1 3	
DATE RECEIVED	AUG 23 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
SEP 18 1978	<i>James B. [Signature]</i>
Date	Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/15/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Russell</i>	E. TITLE Chief, Records Management Staff (FADRC/RM)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Merit Promotion Announcement Files Case Files arranged chronologically by announcement number according to year, sequential number, and vacancy position title. Contains DS-1740 Panel Evaluation Report (ranking candidates); DS-1738 Application for Vacancy; Memo or letter from office requesting Merit Promotion Certificate; DS-1737 Job Opportunity Announcement; DS-1739 Experience and Qualifications Statement for top-ranking candidates; DS-1297 Merit Promotion and Placement Certificate; Position Description; and other pertinent correspondence and documentation. DESTROY WHEN FIVE YEARS OLD.		
2	Merit Promotion Applicant Files Name files arranged alphabetically and containing applications submitted by both Departmental and outside agency candidates.		

3 items

*Sent to Agency 9-21-78
NCW 3-1-79 [Signature]*

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
2 (Cont'd)	<p>a. Departmental Applicant Files. Contain DS-1738 Applications for any and all job vacancies for which applicant has applied; DS-1739 Experience and Qualifications Statement.</p> <p>DESTROY WHEN FIVE YEARS OLD.</p> <p>b. Outside Agency Applicant Files. Contain SF-171 Applications and Performance Evaluation Reports. Contain date of first application on outside front cover of folders.</p> <p>DESTROY WHEN FIVE YEARS OLD.</p>		