

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

FOR ACD 21 MAR 79

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO	NCI-59-79-8
DATE RECEIVED	21 MAR 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	4-2-79 James E. O'Heill Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Bureau of Personnel

3. MINOR SUBDIVISION

Office of Management

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy

5. TEL EXT

632-8806

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 3/19/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</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.	<p><u>FSRU Conversion Applicant File</u></p> <p>Contains application for conversion, worksheets, medical clearance and other documentation pertinent to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of letter of denial to applicant.</p> <p>a. Approved Candidates</p> <p>(1) Paper Records</p> <p>DESTROY AFTER IT HAS BEEN ASCERTAINED THAT REPRODUCED RECORDS HAVE BEEN MADE IN ACCORDANCE WITH GSA REGULATIONS AND ARE ADEQUATE SUBSTITUTES FOR PAPER RECORDS.</p>		

Copies sent to NAB, NNF, & Agency
4-6-79: R.C.A.

6 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>(2) Microfilm Records.</p> <p>DESTROY WHEN 10 YEARS OLD.</p> <p>b. Candidates who withdraw or separate prior to conversion or denial</p> <p>DESTROY ONE YEAR AFTER WITHDRAWAL OR SEPARATION.</p> <p>c. Candidates whose conversion is disapproved.</p> <p>DESTROY ONE YEAR AFTER SEPARATION OF EMPLOYEE.</p> <p>2. <u>FSRU Program Files.</u></p> <p>Documentation defining the FSR/FAS Program and its establishment, related reports, correspondence and memoranda; and precedent cases. <i>(Arranged alphabetically)</i></p> <p><i>Volume = 1971-78, 1 1/2 cu. ft. by subject</i></p> <p>a. Policy and Precedent Files</p> <p>PERMANENT. Offer to NARS when RETAIN IN DEPARTMENT. <i>30 years old.</i></p> <p><i>Accumulation = 1 incb/yr.</i></p> <p>b. All other records</p> <p>DESTROY WHEN 10 YEARS OLD.</p>		

*Amended
 Rec taken
 w Larry Springfield
 26 Apr 79
 ps/ain*