

Rec'd NO 21 NOV 79 AM

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-59-80-5
DATE RECEIVED	11-21-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	12-3-79
Archivist of the United States	<i>James P. O'Neil</i>

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
Office of Recruitment, Examination and Employment

4. NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/14/79	<i>William J. Farrell</i>	Chief, Records Management Staff (FADRC/RM)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Employment General Subject Files.</p> <p>Correspondence, reports, and other reference material pertaining to the operation and administration of recruitment, examination, and employment functions.</p> <p>DESTROY WHEN 10 YEARS OLD.</p> <p>Justification for Authority to Supersede General Records Schedule:</p> <p>A continuing class action suit brought against the Department by Department personnel, requires the retention of these files for at least a ten-year period so that the Office of Personnel can be forthcoming with any documentation requested by the courts. Once this requirement no longer exists, the Office of Personnel believes that the retention period for these files could be reduced.</p>	(II-NN-3476, Item 1) RAH (A) 040201	
2	<p>Trip Files</p> <p>Correspondence, reports, and other documentation of special recruitment trips, annual recruitment conferences, speaking engagements, etc.</p>	(II-NN-3476, Item 5) RAH (A) 040203	5 items

Copy to agency 12-5-79 SZ

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>DESTROY WHEN FIVE YEARS OLD.</p> <p>Justification for Authority to Supersede the General Records Schedule:</p> <p>The class action suit mentioned in Item 1 involves a scrutiny of the Department's recruitment activities. Therefore, the Office of Personnel requires at this time that these files remain available for at least a five-year period.</p>		
3	<p>Dossier--Successful Career (FSO) Candidates</p> <p>Consisting of correspondence, working papers, forms, and other documentation developed in the course of pre-employment processing.</p> <p>DESTROY 10 YEARS AFTER YEAR IN WHICH APPOINTMENT IS MADE.</p>	<p>(NN-173-128, Item 2)</p> <p><i>RMH(A)</i> <i>040205</i></p>	
4	<p>Dossier--Unsuccessful Career (FSO) Candidates</p> <p>Includes correspondence, working papers, applications, statements of reasons for wanting to join the Foreign Service, autobiographic data, and panel report.</p> <p>DESTROY 10 YEARS AFTER YEAR IN WHICH EXAM IS GIVEN.</p>	<p>(NN-173-128, Item 3)</p> <p><i>RMH(A)</i> <i>040206</i></p>	
5	<p>Reappointment Case Files.</p> <p>Consist of correspondence and other documentation concerning former Foreign Service Officers seeking reappointment as FSO's. Includes Qualification Evaluation Report.</p> <p>DESTROY COMPLETED CASES WHEN 10 YEARS OLD.</p>	<p>(NN-171-171, Item 7)</p> <p><i>RMH(A)</i> <i>040207</i></p>	