

Red NCD 3 Mar 80 RAH

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-59-80-15
DATE RECEIVED	March 3, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	3-11-80 <i>acting</i> James P. O'Neil Archivist of the United States

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
Merit Promotion Division

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 1 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 2/26/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff (EADRC/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 Contain DS-1740, Panel Evaluation Report; 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 2 YEARS OLD Ref: RMH(A), Item 041126 (5 years)	NC1-59-78-13 Item 1 RMH (A) 041126	1 item

Copy to agency
Closed out
3-26-80

Copy to
NCD 4-4-80