

Revision Rev'd NCO 7 Jul 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-59-80-20

DATE RECEIVED

July 7, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

July 21, 80 [Signature] 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
Office of Recruitment, Examination and Employment

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Paul F. Murphy, Jr.

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 6/30/80	D. SIGNATURE OF AGENCY REPRESENTATIVE William F. Russell	E. TITLE Chief Records Management Staff
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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	FSO Examination File a. PERMANENT. One representative sample of exams to be taken for every fifth year. Transfer to FRC every 5 years with related Readers Reports (Item 4a). Offer to National Archives with Reader Reports when 20 years old in 5 year blocks. Current Volume: 1/5 cubic foot Five Year Accumulation: 1/20 cubic foot Filing Arrangement: CHRON b. Transfer the remainder of the exams to FRC when 5 years old. Destroy when 25 years old.	RMH(A) 040301	
2	Master File of agenda and minutes of the Board of Examiners for the Foreign Service. PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 20 years old in 5 year blocks. Current Volume: 5 1/2 cubic feet Annual Accumulation: 1/3 cubic foot Filing Arrangement: CHRON	RMH(A) 040302	6 items

Copy to Agency JE. 7-23-80
DAUGHTER 242m80W

Request for Records Disposition Authority - Continuation

JOB NO

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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
3	<p>Examination General Correspondence File</p> <p>Includes correspondence and memoranda relating to the preparation and grading of written examinations by a contract testing service; statistical analysis of results, comments on- and criticism of examinations; procedures and panels for oral examinations; lists of candidates designated for appointment; press releases or other publicity on examinations and any pertinent reports or studies.</p> <p>PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 20 years old in 5 year blocks.</p> <p>Current Volume: 3½ cubic feet</p> <p>Annual Accumulation: 1/5 cubic foot</p> <p>Filing Arrangement: Subject</p>	RMH(A) 040303	
4	<p>Readers Reports on Written Examinations</p> <p>a. Master File of Reports</p> <p>PERMANENT. Transfer to FRC when 5-years old with item 1. Offer to National Archives when 20 years old in 5 year blocks.</p> <p>Current Volume: 1 cubic foot</p> <p>Annual Accumulation: 1/10 cubic foot</p> <p>Filing Arrangement: CHRON</p> <p>b. All other material including registers of candidates names and grades and statistical tabulations submitted by the Contract Testing Service.</p> <p>DESTROY WHEN 5 YEARS OLD</p>	RMH(A) 040304	