

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

*Ken*

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 & Employment

4 NAME OF PERSON WITH WHOM TO CONFER  
PFMurphy

5 TEL EXT  
632-8806

LEAVE BLANK	
JOB NO	<b>NCT-59-82-15</b>
DATE RECEIVED	<b>AUG 31 1982</b>
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
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 8/26/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul F. Murphy</i>	E TITLE <i>acting Chief Records Management Staff</i>
-------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Candidate Card Record Card Record of candidates who have taken written examination for appointment as Foreign Service Officers. Cards indicate written examinations, scores and other handwritten processing information.  Destroy when 3 years old.	INNA 400, Item 7 <i>RMT 040306</i> <i>GRS 23/76</i>	WITHDRAWN
2.	Dossiers - Successful candidates.  Dossiers of candidates who are certified for appointment and who accept appointments. Includes correspondence with applicant, report of oral assessment and other scores, autobiography and information on prior experience.  <i>8/26/82</i> DESTROY <del>WHEN</del> 10 YEARS AFTER YEAR IN WHICH EMPLOYEE APPOINTED.	NN-173 --62, Item 2 <i>RMT 040308</i>	WITHDRAWN