

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO | |
| <i>NCI-59-83-6</i> | |
| DATE RECEIVED | |
| <i>7-6-83</i> | |
| 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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <i>8-3-83</i> Date | <i>[Signature]</i> 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
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 3 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 |
| 6/30/83 | William H. Price | Director, <i>[Signature]</i> Foreign Affairs Information Management |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|-----------|--|----------------------|-----------------|
| 1 | <p>Candidate Card Record.</p> <p>Card record of candidates who have taken written examination for appointment as Foreign Service Officers.</p> <p>a. Cards dated 1900-1960.</p> <p>Handwritten index cards, record examination scores and include other processing information.</p> <p>RETAIN permanently. Transfer immediately to FRC. Offer to National Archives when 30 years old.</p> <p>Annual accumulation: 0 Present volume: 9 cubic feet Location: State Annex 15 (Rosslyn, Va.)</p> <p>b. Cards dated after 1960.</p> <p>Machine-produced cards, show basic data and examination scores.</p> <p>Destroy when 3 years old.</p> | (II-NNA-400, item 7) | <i>6 items</i> |

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 |
|--------------|--|---|--------------------|
| 2 | <p>Dossiers - Successful FSO Candidates.</p> <p>Dossiers of candidates who are certified for appointment and who accept appointment. Includes correspondence with applicant, report of oral assessment and other scores, and information on prior experience.</p> <p>Retire to RSC 4 years after year in which employee appointed. <i>✓ Destroy 9 years thereafter when 13 yrs. old. Transfer to FRC when 5 yrs old.</i></p> <p>Ref.: RMH(A) 040205, 040308</p> | (NN-173-62, item 2 AND NC1-59-80-5, item 3) | |
| 3 | <p>Dossiers - Unsuccessful or Withdrawn FSO Candidates.</p> <p>Dossiers of candidates who pass the written examination and who take the oral examination. Includes candidates who are terminated by FRP or who reach the Register and are not appointed. Dossiers contain correspondence with applicant, report of oral assessment and information on experience.</p> <p>Retire to RSC 5 years after date of written examination. <i>✓ Destroy 5 years thereafter when 10 yrs. old. Transfer to FRC when 6 yrs. old.</i></p> <p>Ref.: RMH(A) 040206, 040309</p> | (NN-173-62, item 1 AND NC1-59-80-5, item 4) | |
| 4 | <p>Dossiers - Successful Candidates for FSO Special Programs.</p> <p>Dossiers of candidates in special programs such as Affirmative Action who are certified for appointment, and who accept appointment. Includes correspondence with applicant, report of oral assessment and other scores, autobiography and information on prior experience.</p> <p>Retire to RSC 2 years after year in which employee appointed. <i>✓ Destroy 8 years thereafter when 10 yrs. old. Transfer to FRC when 5 yrs. old.</i></p> | New item | |
| 5 | <p>Dossiers - Unsuccessful Candidates for FSO Special Programs.</p> <p>Dossiers of candidates who apply for special programs but are not appointed. Includes correspondence with applicant and may include report of oral assessment and other scores.</p> | New item | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet 3 of 3

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---------------|--|--------------------------|--------------------|
| 5 (contd.) | <p><i>Transfer to FRL when 5 yrs old.</i></p> <p>Retire to RSC when 2 years old. <i>^</i> Destroy 8 years when thereafter <i>10 yrs. old.</i></p> <p><i>Amended by ADP line, n.d. Per return v. Louis Kay, FAIM/RA, 28 Jul 87.</i></p> | | |