

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-59-84-2</i>	
DATE RECEIVED <i>12-5-83</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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>12/30/83</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 Civil Service Counseling and Assignments

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

5 TEL EXT
632-3806

1 APPROV of this tion, or
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2 APPROV Nation offer th

3 DISPOS of this

4 WITHD

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 <i>12/1/83</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE <i>Acting Chief, Records Management Staff</i>
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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
	<p>Civil Service Upward Mobility Program Files.</p> <p>Applicant files for a program designed to provide opportunities for Civil Service employees to prepare themselves for advancement. Files contain applications (SF-171); Supervisor Appraisal of Employee Potential (DS-1782); Supplemental application; Performance Evaluation and Rating; memorandum requesting vacancy be announced; vacancy announcement; panel evaluation sheet; and other pertinent correspondence and documentation.</p> <p>Destroy when 5 years old.</p>	<i>New item</i>	<i>1 item</i>

APPRAISAL

CONCURRENCES

MASS DATA CHANGE SHEET NOT REQUIRED

Agency + NNF sent 5-7-84 by DMW.