

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Department of State

2 MAJOR SUBDIVISION

Director General of the Foreign Service

3. MINOR SUBDIVISION

Career Counseling and Assignments

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy, Jr.

5 TEL. EXT

x23214

LEAVE BLANK RG 59	
DATE RECEIVED NOV 30 1972	JOB NO. NN-173-105
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
12-5-72 DATE	<i>James E. O'Neill</i> ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

11/13/72

(Date)

Ronald Johnson
 (Signature of Agency Representative)

Chief, Records Services
 Division
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Official Technician's File</p> <p>This file represents a combination of record copies of communications relating to travel of Foreign Service employees and information copies of personnel actions that constitute permanent right-side documents in the employee's Official Personnel Folder. It is a basic working file for the use of personnel technicians in supporting assignments made by area personnel placement officers.</p> <p>a. Long-term value documents maintained on Right side of folder, consisting of Travel Messages (FS-471, 471A) or telegrams used in lieu of TM's; assignment worksheet (DS-1665); Request for Personnel Action (DS-1031) and Notification of Personnel Action (DS-1032); Personnel Action and Authorization of Official Travel (DS-1638); Payroll Change Slip (DS-1042); Residence and Dependency Report (JF-20); FS Pay Change Record (FS-483); Personnel History and Assignment Notice (DS-959) with narrative attachment; Request for Training (DS-755); Leave Travel, and Consultation Status (DS-1707); Certification of Justification for use of Foreign Flag Airline; and related records.</p>	<p>NN-172-20 NN-172- 207 item 14.</p>	

2 items

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
	<p>Destroy 2 years following the completion of a Foreign Service employee's assignment and transfer to a new assignment, or after employee's separation from the service.</p> <p>b. Short-term value material maintained on Left Side of folder, consisting of routine communications (telegrams, OM's, memorandums, and official - informal letters) relating to personnel matters, such as assignments, transfer, tour of duty, arrival or departure information, home leave, training, consultation, etc. (Record copies); transmittals without significant comments; information requested or supplied prior to confirmation in personnel actions and/or travel orders, and other ephemeral messages and working papers.</p> <p>Destroy when file is transferred to the gaining technician or a Departmental Administrative Office, or by the gaining technician when the folder is transferred back from a Departmental Administrative Office.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>