

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG 59</i>	
DATE RECEIVED JAN 16 1973	JOB NO. 1730 127
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 "with-drawn" in column 10.	
Date <i>2-7-73</i>	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
Budget and Finance

3. MINOR SUBDIVISION
Fiscal Services

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr. *101-28806* 5. TEL. EXT. *22730*

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1-15-73 (Date) *Ronald J. Simon* (Signature of Agency Representative) Donald J. Simon, Chief RS (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Local Employee Fiscal Folder (WFC)</p> <p>Includes copies of Individual Pay Record for Local Employee, Notification of Arrivals and Departures, DS-1032, Notification of Personnel Action, Status of Leave Report, Allotment of Pay, Leave Summary Report and related correspondence, Operational Memorandum and telegrams.</p> <p>NOTE: The original Pay Record for Local Employees is forwarded to the Department's Payroll and Retirement Accounts Section at the end of each calendar year.</p> <p>Destroy 3 years after separation or transfer of employee except for leave records which are forwarded to post at time of separation or transfer.</p>		

10 items

*To NNF 1-16-73
Ret. v. l. 1-23*

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>American Employee Fiscal Folder (WFC)</p> <p>Includes copies of Individual Pay Record for American Employees, DS-1032, Notification of Personnel Action, Travel Messages, Pay Card, Leave Card, Voucher and Schedule of Payments, Notice of Salary Change, Foreign Allowance, Allotment of Pay, Grant and Report, and related correspondence and telegrams.</p> <p>Destroy 3 years after separation or transfer of employee.</p>		
3.	<p>Payroll Controls (WFC)</p> <p>Includes the Comprehensive Payroll, Pay List, Allotment of Pay List, Summary of Earnings Year-to-Date, Bonds/Notes Comprehensive Report, Quarters Advance Breakdown, Changes this Period and Master File Control, Block Totals, Allotment of Pay Control List, Adjustments to Earnings to Date, Payroll Advice of Changes, Savings Bonds and Notes Control List, Leave and Home Leave Computation Control and Audit List of Premium Hours.</p> <p>Destroy after 4 years or 1 year after GAO audit, whichever occurs first.</p>		
4.	<p>Time and Attendance Report (DS-1194A, DS-1194)</p> <p>A daily record of attendance and leave for all employees assigned to a post.</p> <p>Destroy when 3 years old or 2 years after GAO audit, whichever occurs first.</p>		
5.	<p>Status of Leave (WFC)</p> <p>Detailed, bi-weekly record for individual employees of all classes of leave taken and earned.</p> <p>Destroy at end of each calendar year but only after the WFC Comprehensive Status of Leave Report for the calendar year is issued.</p>		

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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
6.	<p>Comprehensive Status of Leave Report (WFC)</p> <p>An annual record for individual employees of all classes of leave, taken and earned.</p> <p>Destroy when 3 years old or 2 years after audit, whichever occurs first.</p>		
7.	<p>Post Monthly Accounts - Caribbean (WFC)</p> <p>Includes all related vouchers schedules and support documents.</p> <p>Retire to Washington National Records Center when 3 years old.</p>		
8.	<p>Executed Contracts and Leases (WFC)</p> <p>Retire completed contracts to Washington National Records Center after 3 fiscal years.</p>		
9.	<p>American Payroll Voucher, SF-1166 (WFC)</p> <p>Voucher relating to payment of salaries and allowances.</p> <p>Retire to Washington National Records Center after 3 fiscal years.</p>		
10.	<p>Local Payroll Voucher, SF-1166 (WFC)</p> <p>Copy of voucher relating to payment of salaries, NOTE: Original sent to Post with SF-1221.</p> <p>Destroy when 2 years old.</p> <p><i>Items 7, 8, & 9 are probably disposable under RG 227. The Dept. of State is not sure yet. kj</i></p>		