

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG 59</i>	
DATE RECEIVED <b>FEB 5 1973</b>	JOB NO. <b>NN-173-138</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>2-14-73</i> Date	<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  
**Director General of the Foreign Service**

3. MINOR SUBDIVISION  
**Position & Pay Management**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Paul F. Murphy, Jr.**

5. TEL EXT.  
~~2278~~ **28806**

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.

*1/31/73* (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><b>Classification - General Subject and Organization Files</b></p> <p>Consists of correspondence, memoranda, reports, circulars, studies, audits and other papers on classification cases, reorganizations, Schedule C positions, Supergrades, Chiefs of Mission and other classification matters.</p> <p>a. Records on significant classification policies, procedures, studies, reports and surveys.</p> <p style="text-align: center;">Retain Permanently (Records Retention Plan NN-464-7)</p> <p>b. Background Materials including copies of communications, memorandums, worksheets, questionnaires and other materials collected or created in preparing various classification reports, studies and surveys.</p> <p style="text-align: center;">Destroy 1 year after completion of related survey or study, except for precedent or benchmark cases which are to be destroyed when of no further reference value as a precedent or benchmark.</p>		

*1 item*

*To NNF 9 Feb 73  
Ret w/o justification 13 Feb 73*

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>c. Case files on certain types of positions such as Schedule C, supergrade, Chief of Mission, etc.</p> <p>Destroy when superseded or when case ceases to have value as a precedent.</p> <p><i>Substantive to be retained under 1a</i></p>		