REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK RG 59	
DATE RECEIVED MAR 6 - 1973	JOB NO. NN-173-168

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-8-73 James B. Rhoads
Date — *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: Employment Division
4. NAME OF PERSON WITH WHOM TO CONFER: Paul F. Murphy, Jr.
5. TEL. EXT.: 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.

3/2/73 (Date) — Donald 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	Pre-employment correspondence - successful applicants. Consisting of correspondence, forms, form letters, telegrams, etc., concerning applications for employment, security and medical clearances, job requirements, status of application, including chronology sheets, interview reports and Applicant Processing Form. Destroy 2 years after applicant has been appointed.	1 item	

To NNF 7 Mar 73
Ret w/o objection 8 Mar 73

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105