

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK- RG 59	
DATE RECEIVED	JOB NO.
MAR 13 1973	NN-173-176
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 3-22-73 <i>Acting</i> James P. O'Neill 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
Career Counseling & Assignments - Title & Rank

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

3/9/73 (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	Title & Rank Policy Files Correspondence, reports, forms and other documentation dealing with general and specific country policies, procedures, precedents, agreements, etc., considering diplomatic and consular titles for Foreign Service Officers and other Agency personnel. <u>Retain</u> permanently in accordance with Records Retention plan NN-464-7, item 3a.		
2	Title & Rank Card File Card record posted as to action taken on all aspects of title and rank actions at a particular post. <u>Retain</u>		
3.	Title & Rank Case Files Correspondence, working papers and other documentation concerning the approval of titles for specific positions for Foreign Service posts. a. State Department Personnel Destroy when 2 years old. b. Other Agency Personnel Destroy when 1 year old	NN-164-86 <i>3 ye</i>	<i>3 items</i>

*To NNF 15 Nov 73
Ret w/o objection 15 Nov 72*