

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK - K6 57	
DATE RECEIVED APR 19 1973	JOB NO. NN-173-225
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-7-73 Date	<i>James E. O'Neil</i> Acting 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
Presidential Appointments Staff
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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4/16/73
(Date)

Ronald J. Simon
(Signature of Agency Representative)

Donald J. Simon, Chief OPR/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>The items in this schedule designated for permanent retention were so designated in Records Retention Plan NN-464-7, Item 4.</p> <p>Policy and Precedent Files</p> <p>Correspondence, studies, reports, etc., documenting policies, procedures and precedents concerning the issuance and control of Presidential Appointments.</p> <p>Retain Permanently</p>		
2	<p>Presidential Appointments Case File</p> <p>Documentation on all aspects of the commissioning of career and non-career appointees, includes arrangements and negotiations prior to commissioning, staff studies in connection with proposed nominations; and where appropriate, agreement communications, congressional correspondence, biographic data, press releases and letter of resignation. The material in these files is maintained in separate country and Assistant Secretary Files while active and transferred to this file when commission is terminated or resignation is accepted.</p> <p>Destroy 25 years after commission is terminated or resignation accepted.</p>		

14 items

*To NNF 230473
Returned with comment 1/10/73*

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
3	<p>Presidential Appointments Organization and Conference Files.</p> <p>Correspondence, staff studies and other documentation concerning presidential appointments to organizations, commissions and conferences. Includes inter-departmental memorandums concerning proposed nominations, biographic data, requests for security clearance, correspondence with White House re nomination and presidential approval, memorandums indicating date of Senate confirmation and presidential attestation, and where Senate confirmation is not required a copy of letter of designation from the President.</p> <p>Destroy 25 years after commission is terminated or resignation accepted.</p>		
4	<p>Presidential Appointments Organization/Working File.</p> <p>This file is essentially a working file duplicating the material contained in the Presidential Appointments Organization and Conference File (Item 3).</p> <p>Destroy 10 years after termination of appointment.</p>		
5	<p>Presidential Appointments - Credentials File.</p> <p>Consists of copies of all documentation concerned with presentation of credentials including telegrams to and from post concerning appointment, letter from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall.</p> <p>Destroy 10 years after termination of appointment.</p>		
6	<p>Resignation letters and letters of acceptance.</p> <p>Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at White House or appropriate Presidential Library.</p>		

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7	<p>Destroy when 10 years old.</p> <p>Presidential Nominations</p> <p>Copies of Presidential Nominations of Individuals for Government Office.</p> <p>Retain Permanently</p>		
8	<p>Presidential Authorization Lists.</p> <p>Lists covering appointments and promotions of Foreign Service Officers, diplomatic and/or Consular titles for Reserve and Staff Officers and assignments of officers of the Foreign Service to specified posts.</p> <p>Retain Permanently.</p>		
9	<p>Senate Resolutions on Presidential Appointments</p> <p>Senate resolutions of advice and consent with respect to individuals Presidential appointments.</p> <p>Retain Permanently.</p>		
10	<p>Miscellaneous Presidential Appointment Commissions.</p> <p>Copies of commissions of heads of independent Government agencies, Cabinet Officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions and other Government offices.</p> <p>Retain Permanently.</p>		
11	<p>Oaths of Office.</p> <p>Retain Permanently.</p>		
12	<p>Summary Records on Appointments to Government Commissions.</p> <p>Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions.</p> <p>Retain Permanently.</p>		

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13	<p>Card Record on Appointments.</p> <p>Card records arranged in various series by name, post, organization, etc., containing summary information on appointments.</p> <p>Retain Permanently.</p>		
14	<p>Foreign Service Appointments.</p> <p>Copies of all documentation concerned with the appointment of officers in the Foreign Service with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memoranda, staff studies, memoranda for the President, Senatorial letters, as well as other related papers.</p> <p>Retain Permanently.</p>		