

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK RG 59	
DATE RECEIVED APR 19 1973	JOB NO. NN-173-226
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	
5-2-73 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
Budget & Finance

3. MINOR SUBDIVISION
Fiscal Services

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 2 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 *Ronald J. Simon* Donald J. Simon, Chief OPR/RS
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Employee Fiscal Folder</p> <p>Consists of individual files for each Departmental and Foreign Service employee including: Notification of Personnel Action; Payroll Change Slips; records relating to Life Insurance Designation; Savings Bonds; Power of Attorney; supporting documents used in preparation and processing of payrolls and other payroll functions. NOTE: Official Personnel Folders contain documentation supporting gross salary authorization.</p> <p>Destroy 3 years after separation or termination of employee</p>	NN-170-72, Item 111	
2	<p>Pay Cards for Departmental, Foreign Service and Local Employees.</p> <p>Consists of DS-1462, Personnel Action Record Card; FS-358, Department of State Pay and Allowance Card and FS-487, Foreign Service Pay Card for Local Employees.</p> <p>Retire to National Personnel Records Center St. Louis, Mo. when 3 years old.</p>		

2 items

*To NNF 27 Apr 73
Ret w/o objection 1/16/73*