INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-173-000226

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-GRS-2016-0015-0004 and DAA-GRS-2019-0004-0001

Date Reported: 2/25/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee Fiscal Folder</td>
<td>NN-170-72, Item 111</td>
<td></td>
</tr>
</tbody>
</table>

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.

Destroy 3 years after separation or termination of employee

| 2 | Pay Cards for Departmental, Foreign Service and Local Employees. |

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.

Retire to National Personnel Records Center St. Louis, Mo. when 3 years old.

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