

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-GRS-2016-0015-0004 and DAA-GRS-2019-0004-0001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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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)

| | |
|--|--|
| 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*