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	5. TEL. EXT.
Paul F. Murphy, Jr.	28806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	RG 59

DATE RECEIVED	JOB NO
APR 19 1973	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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-2-73 — Date

James B. Rhoads
Archivist of the United States

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 __1__ 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)

Donald 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	Employee Fiscal Folder 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	NN-170-72, Item 11	
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.		

2 items

To NNF 27 Apr 73
Ret w/o objection 1 May 73