

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK <i>PG 59</i>	
DATE RECEIVED <b>26 JUL 1973</b>	JOB NO. <b>174-24</b>
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	
<i>8-10-73</i> Date	<i>Janet 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  
**Director General of the Foreign Service**
3. MINOR SUBDIVISION  
**Deputy Director of Personnel for Management**
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

*7/20/73* (Date)      *Ronald J. Simon* (Signature of Agency Representative)      **Donald J. Simon, Director** (Title)      **O/FADRC**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Temporary records in Foreign Service Performance Folders.</p> <p>Correspondence, forms and other documentation relating to routine and/or obsolete matters pertaining to an employee's performance, including reports on educational and career background, assignment preferences, skills appraisals, and language proficiency reports (e.g., DS-651 and DS-1354) that do not contain evaluative information and which are all documented in the automated personnel system; Copies of training requests, Training Certificates and/or Language Proficiency commendations that are documented in other records; copies of Self-Appraisal of Language Proficiency (DS-1134), and Self-Appraisal of Interpreting and Translating Proficiency (DS-1134A); Designations to serve on Selection Boards, Staff Review Panels, etc., with certificates of such service and thank-you letters; Requests that overdue ratings be submitted promptly and replies thereto; copies of Security Violation Reports with related letter to employee, but excluding any formal reprimand letter; Form letters from Office of Security and Washington Liaison Group re contributions of employee to Emergency and Evacuation Program; Form Memoranda re employees</p>		

*2 items*