

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-174-000024

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule provided for one-time destruction of temporary records. The destruction date has passed and destruction is assumed

Date Reported: 10/23/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>R6 59</i>	
DATE RECEIVED 26 JUL 1973	JOB NO. 174-24
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>James R. 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

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>participation in O/CAS Program (Public Affairs); Letters from Counselors relating to an employee's selection to attend FSI seminars, War College, etc.; Congratulations on promotions; copies of employee suggestions not approved for adoption; transmittal or routing slips bearing no significant comment or attachment; exact duplicates of any kind. (1940-1973).</p> <p>Destroy immediately.</p> <p>2. Development Appraisal Reports.</p> <p>Reports prepared on separated Foreign Service Employees for the years 1965-1968, which were not interfiled in their official Performance Folders, and on Civil Service Officer personnel (GS-9 and above) for the years 1965-66.</p> <p>Destroy in the year 1987.</p>		