

**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

Director General of the Foreign Service

3. MINOR SUBDIVISION

Grievance Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy, Jr.

5. TEL. EXT.

28806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| | |
|---|--|
| LEAVE BLANK <u>RG 59</u> | |
| DATE RECEIVED <u>26 JUL 1973</u> | JOB NO <u>174-25</u> |
| 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. | |
| <u>8-10-73</u> Date | <u>James B. Rhoads</u> 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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7/23/73 (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 |
|-------------|---|----------------------|------------------|
| | <p>Foreign Service Grievance Files.</p> <p>All papers accumulated in connection with any informal grievance filed under the provisions of 3 FAM 664.4, including the grievant's original letter or referral memorandum with attachments from the Foreign Service Grievance Board, acknowledgment of grievant's letter, further correspondence, memorandum of findings by the Grievance Staff, and reply to grievant; any case not falling within the purview of 3 FAM 664.4 involving administrative review of the grievance of a separated employee; informal name-file, consisting of correspondence indicating potential grievances that may be filed; and formal name file, consisting of a letter from a grievant or memorandum from the Foreign Service Grievance Board indicating that the grievant intends to file a formal grievance, with material pertinent to the Board's action, its Remedial Order, and any correspondence indicating compliance. EXCLUDES THE RECORDS OF THE FOREIGN SERVICE GRIEVANCE BOARD.</p> <p>Destroy 15 years after separation of employee from the Foreign Service.</p> | | |

1 item