

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK <i>RG 59</i>	
DATE RECEIVED <b>26 JUL 1973</b>	JOB NO. <b>NN-174-27</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.	
<b>8-10-73</b> 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  
Performance Evaluation Division
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

7/23/73 (Date)      *Donald J. Simon* (Signature of Agency Representative)      Donald J. Simon (Title)  
Director, 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><b>Performance Evaluation Case Files</b></p> <p>Correspondence with Foreign Service Employees regarding the submission of performance ratings or supplemental data for inclusion in their Performance Folders, inquiries or comments concerning the content of ratings, and other performance evaluation matters, excluding any rebuttals that are filed only in the employees' official Performance Folders.</p> <p>Destroy 15 years after separation of employee from the Foreign Service.</p>	<p><b>NN-173</b> <b>-131</b> <b>item 3</b></p>	

*1 item*