

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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| LEAVE BLANK 16 59 | |
| DATE RECEIVED 26 JUL 1973 | JOB NO 174-29 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 8-10-73 Date | <i>James 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.

7/23/73 *Ronald Simon* Donald J. Simon
(Date) (Signature of Agency Representative) (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>Official Performance Folders on Separated Foreign Service Employees.</p> <p>These files consist of the official Personnel Files (Performance Folders) maintained on all Foreign Service Employees under the provisions of Section 611 of the Foreign Service Act of 1956, which contain regular and interim performance reports, Inspectors efficiency reports, end-user reports, official commendations and reprimands, awards, and security violation reports (copies).</p> <p>Destroy 15 years after separation of employee from the Foreign Service.</p> | | |

1 item