

RB 59  
1 item

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED  8 AUG 1973	JOB NO  124E 33
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-10-73 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  
Policy & Planning 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

7/26/73 *Donald J. 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>FSRU Conversion Processing Files.</p> <p>These files consist of the employees' application for conversion to the Foreign Affairs Specialist (FAS) Program; the worksheets used in considering the applications showing applicant's name, class, grade, step, and salary, position designation, post or Department office currently assigned to, position title, code and skills code, basic eligibility requirements, and recommendation for approval or disapproval; medical clearance (if employee assigned to Department); copy of letter or offer or denial of application; and any related memoranda to or from the Career Counseling and Assignments Division, the Regional or Functional Bureaus, or the Director of Personnel regarding proposed conversion cases, inquiries from the posts, or correspondence with the applicants. The record copies of letters of offer and acceptance or letters of disapproval of an application are retained in the employees' Official Personnel Files (Administrative Folders).</p> <p>Destroy 10 years following date of approval or denial of application.</p>		