

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

United States Information Agency

2. MAJOR SUBDIVISION

Office of Administration and Management

3. MINOR SUBDIVISION

Communications and Records Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Samuel D. Staton II

5. TEL. EXT.

724-9783

LEAVE BLANK	
DATE RECEIVED <b>25 AUG 1977</b>	JOB NO.
DATE APPROVED <b>NC1 806 77 3</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>8-26-77</u> Date	<u>James B. Rhoads</u> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

8/23/77

(Date)

Jane S. Grymes

(Signature of Agency Representative)

Chief, Comm. and Rec. Branch

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Performance Evaluation Case Files</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><i>Transfer to WNRC 1 yr. after separation.</i>                      Destroy 15 years after separation of employee from the Foreign Service.</p>	<p><i>RG: 59</i>  <i>NN-17427</i></p>	<p><i>1 item</i></p>

*RDN  
 Rec Staton  
 25 Aug 77*

*Sent to agency & NCW-NCPC - 8/29/77*