

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-00-16	DATE RECEIVED 02/13/02
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Human Resources (HR)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Retirement			
4 NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5 TELEPHONE (202) 261-8511	DATE 4-3-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached, or has been requested.

DATE 2/4/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Department of State Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

RETIREMENT

01. Foreign Service Retirement Case Files.

Consists of application of retirement (OF 136) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

a. Non-annuitants not entitled to annuity due to resignation or termination with less than five years of service.

(1) Recordkeeping copy (paper)

DISPOSITION Temporary Retire to RSC 5 years after separation or attainment of age 62, whichever is earlier for transfer to WNRC Destroy 20 years thereafter (NN-174-26, item 1a)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary: Delete within 180 days after recordkeeping copy has been produced [REDACTED]

b Non-annuitants who die without survivors or who resigned and left contribution until becoming eligible at age 60.

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary Retire to RSC 5 years after death or attainment of age 62, whichever is earlier for transfer to WNRC. Destroy 20 years thereafter. (NN-174-26, item 1b)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION. Temporary: Delete within 180 days after recordkeeping copy has been produced [REDACTED]

c. Annuitants/Survivor Annuitants

(1) Recordkeeping copy (paper).

DISPOSITION Temporary Retire to RSC 8 years after case is closed for transfer to WNRC Destroy 20 years after case is closed (NN-174-26, item 1c)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION Temporary. Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

(3) Microfilm copies consist of selected annuitants documents, i e (OF 136, SF 50) Microfilm does not contain all paper records

DISPOSITION. Temporary Retain in PER/RET Destroy 30 years after case is closed

d. Precedent Cases

(1) Recordkeeping copy (paper).

DISPOSITION: Temporary Destroy 5 years after case is closed.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary Delete within 180 days after recordkeeping copy has been produced [REDACTED]

02. Annuitant Service Record Card Files.

Consist of name of employer, retirement date, type of retirement, survivor entitlement, etc.

DISPOSITION. Temporary: Destroy 10 years after separation or when no longer needed for reference, whichever is sooner. (II-NN-3546, item 7)

03. Non-Annuitant Service Record Card Files.

Consist of name of employer, salary, date of resignation, beneficiary, etc.

DISPOSITION: Temporary. Destroy 5 years after separation or when no longer needed for reference, whichever is sooner. (II-NN-3546, item 6)

04. Annuitant Address Listing.

Microfilm listing of the annuitants' addresses.

DISPOSITION: Temporary: Destroy when 1 year old.

05. Foreign Service Former Spouse Health Benefit Files.

Denied eligibility files consisting of applications [Health Benefits Registration Form (SF 2809)], court orders, denial letters, appeal letters, and related papers

a. Health benefits denied, not appealed

(1) Recordkeeping copy (paper)

DISPOSITION: Temporary Destroy 3 years after denial. (GRS 1, item 35a)

(2) Electronic version of records created by electronic mail and word processing applications

DISPOSITION Temporary: Delete within 180 days after recordkeeping copy has been produced. (GRS 1, item 43a)

b. Health benefits denied, appealed to OPM for reconsideration.

(1) Appeal successful - benefits granted.

(a) Recordkeeping copy (paper)

DISPOSITION: Temporary: Create enrollment file in accordance with FPM letter 890-35 [NOTE: Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment] (GRS 1, item 35b)

(b) Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary: Delete within 180 days after recordkeeping copy has been produced (GRS 1, item 43a)

(2) Appeal unsuccessful - benefits denied.

(a) Recordkeeping copy (paper).

DISPOSITION: Temporary: Destroy 3 years after denial.

(b) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Temporary: Delete within 180 days after recordkeeping copy has been produced (GRS 1, item 43a)

06. Foreign Service Retirement Subject Files.

Consist of Foreign Service Retirements, Monthly Resignation Reports, Principals Correspondence, Congressional Correspondence, and Legal Determinations

a. Recordkeeping copy (paper).

DISPOSITION: Temporary: Destroy when 2 years old or when no longer needed, whichever is sooner.

b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary: Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

07. Civil Service Retirement Case Files.

Contains application for retirement (OF 136) or its equivalent; health & life insurance forms; service history documentation; estimated calculations, etc.

a. Recordkeeping copy (paper).

DISPOSITION: Temporary: Retire to RSC 2 years after retirement of employee for transfer to WNRC Destroy 5 years after retirement

b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Temporary Delete within 180 days after recordkeeping copy has been produced. [REDACTED]

08. Civil Service Retirement Subject Files.

Consist of Civil Service Retirements, Monthly Resignation Reports, Principals Correspondence, Congressional Correspondence, and Legal Determinations, etc.

- a. Recordkeeping copy (paper).

DISPOSITION: Temporary Destroy when 2 years old or when no longer needed, whichever is sooner.

- b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION. Temporary Delete within 180 days after recordkeeping copy has been produced. [REDACTED]