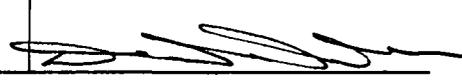


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-59-90-4
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	7/30/90
1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Deputy Assistant Secretary for Administration		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Performance Evaluation Division		4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT
		Pat Magin	647-6021
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE	ARCHIVIST OF THE UNITED STATES
		10/10/90	

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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
7-26-90		Acting Chief, Records Management

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Performance Evaluation Records, 1924-1965.</u></p> <p>Arranged by subject. The files consist of correspondence, reports, memorandums, lists, notes, chits, telegrams, tabulations, minutes of meetings, agendas for meetings, drafts, issuances, publications, reference material, and other documentation relating to the Department of States evaluation of the performance of Foreign Service Officers.</p> <p>WNRC Acc. No. 59-72A1739 boxes 328-351: Lot 67D310</p> <p>a. Policy documentation including original rating and promotion lists for the period 1924 to 1959, documentation on promotion policies, the administration and activities of Selection Boards, Selection Board recommendations, studies of the evaluation system, the Advisory Committee on Personnel (ACOP), the Board of the Foreign Service, appointments and assignments, the career development program, the Advisory Board on Early Retirement (ABER), the</p>		
<p><i>Copies sent to agency, NN-W, NNT, NCF 10/12/90</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.
N1-59-90-4

PAGE
2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>administration and activities of Review Panels, the Performance Rating Committee, the precepts for Selection Boards, and 12 envelopes containing black-and-white photographs of the Selection Boards.</p> <p>PERMANENT. Transfer to the National Archives in 1995 or sooner if negotiated between the Department of State and the National Archives and Records Administration.</p> <p>b. Facilitative, routine, reference, and duplicate documentation. The files include selection out, warning, and low 10% letters to individuals, files of blank rating forms, instructions on the preparation of rating forms, files of duplicates of material recommended for permanent retention, non-policy documentation, publications, issuances of other U.S. Government agencies on performance evaluations, thank you letters for persons serving on boards and panels, weekly and monthly reports, files on travel, files on security approvals before promotions, files on training, appeal cases, files on leave, and other non-substantive subjects.</p> <p>Destroy immediately.</p>		