

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JAN 15 1975</b> <b>NC -</b>	JOB NO. <b>59-75-10</b>
NOTIFICATION TO AGENCY	
<p>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 "with-drawn" in column 10</p>	
<p align="right">1-22-75 <i>M. Robert J.</i> Date <i>Archivist of the United States</i></p>	

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

**Department of State**

2. MAJOR SUBDIVISION

**Office of Personnel**

3. MINOR SUBDIVISION

**Performance Evaluation Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Lawrence T. Springer**

5. TEL. EXT.

**632-8806**

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**September 25, 1974**

(Date)

*William F. Farrell Jr.*  
(Signature of Agency Representative)

**Chief, Records Management Staff**

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>Threshold Review Files, consisting of threshold review panel statements, personnel audit reports (PAR's), and related records on Class 6 officers considered for promotion by the Threshold Review Board. The 1973 files also contain administrative documents, such as copies of BEX letters transmitting interview statements, acknowledgments of receipt thereof, copies of letters concerning the Board's findings, career counseling statements on cone preferences, etc.. Some of these papers will no longer accumulate and the remainder will henceforth be maintained by BEX.</b></p> <p>a. Files on Threshold candidates who are promoted to Class 5.  Destroy upon promotion.</p> <p>b. Files on Threshold candidates who fail to be promoted.  Destroy 1 year after candidate is separated from service for time in class.</p>		
2	<p><b>Administrative records relating to Threshold interviews conducted by BEX.</b></p> <p align="center">Destroy 1 year following interview</p>		

*Copy to Agency 1/24/75*

*3 items*