

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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| DATE RECEIVED<br><b>11 AUG 1977</b><br><b>NC 1, 59</b>   | JOB NO.<br><b>77 26</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <b>9-23-77</b><br>Date   | <i>[Signature]</i><br>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

Executive & Administrative Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

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

August 8, 1977  
(Date)

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

Chief, Records Management Staff  
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1.          | <p>Communications regarding miscellaneous Post administrative matters.</p> <p>Communications with Foreign Service posts regarding Post administrative procedures, supplies, equipment, fiscal operations, personnel, quarters, buildings, records, commissary and other administrative matters.</p> <p>a. Record copies of actions taken relating to general policy and procedures of Post <del>administration and organization.</del> <b>management.</b></p> <p><b>TEMPORARY. DISPOSITION IS THE SAME AS FOR 1(b) BELOW.</b><br/><del>PERMANENT. OFFER TO THE NATIONAL ARCHIVES WHEN THIRTY YEARS OLD.</del></p> <p>b. Information copies of communications where the action copies were sent elsewhere in the Department.</p> <p>TO BE DESTROYED FIVE YEARS AFTER CLOSE OF YEAR IN WHICH PREPARED <b>OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.</b></p> |                      |                  |
| 2.          | <p>Staffing and Complement Records</p> <p><del>DESTROY WHEN OBSOLETE OR SUPERSEDED</del></p>  |                      |                  |

Per link changes made as per conversations with Mr. Day 9/21/77  
sent to agency, NMF, NMB, NCW - 9/21/77 to 17 items  
9/30/77

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
|                | <p><b>a.</b> Reports, memoranda, communications, lists and worksheets regarding the staffing of offices or Foreign Service posts, requested changes or adjustments in staffing and matters relating to individual employees.</p> <p>TO BE DESTROYED FIVE YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH COMPILED.</p>  |                            |                     |
| 3.             | <p>Duplicate Personnel Records</p> <p>Copies of application forms, personal history statements, and other documents duplicated in official Personnel Folders, including memoranda and communications relating to personnel of the bureau or other administrative unit maintaining the records or to Foreign Service posts administered by the bureau. Official record copies of all papers affecting an employee's status or pay are maintained by the Departments Office of Personnel and Office of Finance.</p> <p>TO BE DESTROYED ONE YEAR AFTER EMPLOYEE DEPARTS BUREAU OR AREA.</p>                          |                            |                     |
| 4.             | <p><i>Post Organization and Administration Records</i></p> <p><del>Communications regarding Post Status</del></p> <p>Communications and related check sheets, memoranda, reports and notices regarding the opening, closing, transfer, jurisdiction and other changes in post status.</p> <p>a. Original records.</p> <p style="text-align: right;"><b>25</b></p> <p>PERMANENT. OFFER TO THE NATIONAL ARCHIVES WHEN <del>THIRTY</del> <b>25</b> YEARS OLD.</p> <p>b. Duplicate copies and worksheets.</p> <p>TO BE DESTROYED WHEN TWO YEARS OLD OR WHEN INFORMATION IS SUPERSEDED, <b>WHICHEVER IS SOONER</b></p> |                            |                     |

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|----------------|--|----------------------------|---------------------|
| 5.             | <p>Reference Files of Administrative, Regulatory, and Instructional Issuances.</p> <p>Copies of administrative, regulatory, and instructional issuances of the Department, the Foreign Service or other Governmental Department.</p> <p>TO BE DESTROYED WHEN SUPERSEDED OR OBSOLETE.</p> |                            |                     |
| 6.             | <p>Correspondence files maintained by bureau and lower level executive operating units pertaining to their internal operations and administration.</p> <p>TO BE DESTROYED WHEN OBSOLETE OR 3YEARS OLD, <i>WHICHEVER IS SOONER</i></p>  |                            |                     |
| 7.             | <p>Separation Allowance Records</p> <p>Form applications of personnel for the payment of Foreign Service separation allowances, copies of separation allowance grants, reports of quarters expenses, and related communications.</p> <p>TO BE DESTROYED WHEN 3 YEARS OLD.</p>            |                            |                     |
| 8.             | <p>Foreign Service Post Budget Estimates</p> <p>Budget estimates and justifications, with related communications concerning their preparation, submission and transmittal.</p> <p>TO BE DESTROYED 3 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p>  |                            |                     |
| 9.             | <p>Departmental Budget Estimates and Supporting Justifications</p> <p>Budget estimates and justifications prepared or consolidated by Bureaus and their subordinate organizational units.</p> <p>TO BE DESTROYED 3 YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p>                         |                            |                     |

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| 10.            | <p>Budget Working papers</p> <p>Rough worksheets, IBM listings, adding machine tapes, and miscellaneous reference materials and related memoranda accumulated in connection with the preparation of budget estimates and justifications. Included are extra copies of papers described in Item 9 of page 3.</p> <p>TO BE DESTROYED WITHIN 3 YEARS AFTER CLOSE OF THE FISCAL YEAR COVERED.</p> |                            |                     |
| 11.            | <p>Financial Plans</p> <p>Financial plans and related worksheets, reports, and communications.</p> <p>TO BE DESTROYED 3 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH PREPARED.</p>   |                            |                     |
| 12.            | <p>Allotment Reports</p> <p>Monthly reports of allottees, showing current and cumulative todate transactions as reflected in their distribution ledgers. Included are related communications and worksheets.</p> <p>TO BE DESTROYED 4 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH PREPARED.</p>   |                            |                     |

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| 13.            | <p>Allotment Records</p> <p>a. Allotment Ledgers showing status of obligations under each authorized appropriation.</p> <p>TO BE DESTROYED TEN YEARS AFTER CLOSE OF FISCAL YEAR COVERED.</p> <p>b. Records, such as distribution ledgers, registers of inter-office transfers, expenditure voucher file, liquidation memoranda and other series of posting and control media, subsidiary to the allotment ledgers, and not otherwise provided for in this schedule. Included are related communications, reports tabulations and worksheets.</p> <p>TO BE DESTROYED FOUR YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH PREPARED.</p> |                            |                     |
| 14.            | <p>Communications regarding Reimbursement of Emergency Storage Costs.</p> <p>Communications with Foreign Service personnel regarding reimbursement of emergency storage costs for their household effects.</p> <p>TO BE DESTROYED WHEN THREE YEARS OLD.</p> <p><i>Note: Permanent records (Item 4a) are arranged by bureau, thereunder by country, and thereunder alphabetically by post location. The annual accumulation is approx. 6 inches to a foot.</i></p>  |                            |                     |