

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK RG 59	
DATE RECEIVED JAN 17 1972	JOB NO. NN-173-128
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 "with-drawn" in column 10.	
1-22-73 Date	<i>James B. Roode</i> 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
Director General of the Foreign Service
3. MINOR SUBDIVISION
Employment Division
4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.
5. TEL. EXT.
27730
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.

1/16/73 (Date) *Ronald Simon* (Signature of Agency Representative) Donald J. Simon, Chief RS (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Applicant Control Card Card reference file containing information on status of applicant while being processed. Destroy when no longer needed for reference purposes.	II NN-3476, Item 2 <i>5 yrs orig. EOD</i>	
2	Dossier - Successful Candidates (JOT) Consisting of correspondence, working papers, forms and other documentation developed in the course of pre-employment processing and not required for the Official Personnel Folder or for JOP to incorporate in a CDC file when established. Destroy 5 years after year in which appointment is made.		
3	Dossier - Unsuccessful Candidates (JOT) Includes correspondence, working papers, applications, statement of reasons for wanting to join the Foreign Service, an autobiographic data and panel report. Destroy 5 years after year in which exam is given.		

3 items

*To NNF 18 Jan 73
Returned "No objection" 20 Jan 73*