

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-59-02-5	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 7/26/02	
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Employee Services Center (A/OPR/GSM/ESC)			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 12-30-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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, 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 07/16/02	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Division Chief, A/RPS/IPS/PP
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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 GRS OR SUPERSEDED JOB CITATION	10.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 continuation pages.		

3/2 Copies sent to Agan, Numa, Numa

7/8/02

**Bureau of Administration
Operations
General Services Management
Employee Services Center (A/OPR/GSM/ESC)**

1. Foreign Service Employee Emergency Locator Records

The purpose of this Employee Services Center database is to provide locator and emergency next of kin information that can be used when handling death cases for Foreign Service personnel, including liaison between the Department and surviving families. It can also be used for next of kin emergency notification in support of crisis and Task Force Operations and post evacuations, and for mail holding and forwarding information. Foreign Service personnel who wish to participate voluntarily provide all information. The database was recently opened to any U.S. Government employee who is assigned to a foreign post. Privacy restrictions apply. See State System 12, Foreign Service Employee Locator/Notification Records.

a. Inputs: Electronic and paper (OP-190 and DS-924) inputs containing name, agency, current post of assignment, Washington area address and telephone number, instructions for forwarding mail, names of dependents, and names of contacts for emergency purposes.

Temporary. Delete or destroy after input to the master file is verified (New item).

b. Master file: Contains general locator, mail and package forwarding address, dependent, and emergency notification information. Updated as needed by individual employee or authorized Employee Service Center personnel.

Temporary. Delete employee record 5 years after the employee resigns or retires. (New item)

c. Outputs:

1. Hardcopy and/or soft copy display of employee record for returning employee review and update, for crisis list of employees at a particular site, or, for receptionist to answer queries as to the location of employees who have given permission for release of information.

Temporary. Delete or destroy when no longer needed by employee or Employee Services Center authorized personnel. (New item)

2. CD-ROM containing employee records of those individuals who have not modified their master file record for a period of five years. Employee record is returned to the master file upon updating of the record.

Temporary. Delete employee record 5 years after the employee resigns or retires. (New item)

2. Leave Data – Departure for Post (DS-1552) File

a. File contains paper copies of Form DS-1552 prepared and verified by the employee and Employee Services Center personnel. Form DS-1552 is submitted as the initial step in the process of transferring pay and leave authority from domestic payroll in Washington to the overseas payroll center in Charleston, SC upon employee's departure for post. Forms are filed in alphabetical order by month.

Temporary. Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy. (New item)

b. Electronic copies produced on electronic mail or word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

3. Leave, Travel, and Consultation Status (DS-1707) File

a. File contains paper copies of Form DS-1707, which are prepared and verified by the employee and Employee Services Center. This form is sent to the Personnel Technician and used to transfer the employee to domestic payroll, and initiate any appropriate locality pay. The DS-1707 also reconciles all leave and travel. Forms are filed in alphabetical order by month.

Temporary. Cutoff at end of calendar year. Maintain in current file area for 2 years and destroy. (New item)

b. Electronic copies produced on electronic mail or word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

4. Death Case File

a. File contains information used for handling death while in-service cases for both Foreign Service and Civil Service personnel, including notification of next of kin, and liaison between the Department and surviving families. Consists of copies of memorandums and letters for benefits, and life insurance forms.

Temporary. Destroy 20 years after case is closed. (New item)

b. Electronic copies produced on electronic mail or word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)