# Office Memorandum - united states government 

NOTICE OF RETIREMENT OF INACTIVE OFFICIAL PERSONNEL FOLDER

TO : SY Files DATE:
FROM : PER Files
 a former employee of $\square$ Department $\prime \square$ Foreign Service

The official personnel folder of the above-named former employee was retired during the month of because the individual had been off the rolls of the Department of State for over one year.

Contents of this former employee's folder were distributed as follows:
(1) Permanent official personnel papers to the Federal Records Center at St. Louis, pursuant to Government-wide regulations.
(2) Temporary papers to the Department's own Records Service Center for retention for a period of four years from the last day of the month shown above.
$c c:$ To temporary paper file on subject former employee.
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