

REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYEE)

F 7630 586  
1. DATE OF REQUEST

Submit in duplicate to the Federal Records Center, St. Louis, Mo.

5-23-75

SECTION I—TO BE COMPLETED BY REQUESTING OFFICE

General Services Administration  
Federal Records Center  
111 Winnebago Street  
St. Louis, Missouri 63118

2. CURRENT NAME (Last, first, middle)	2a. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (If other than item 2)	3. SOCIAL SECURITY NUMBER
Williams, Ogden		267-24-1603 DATE OF BIRTH
		1-22-20

4. FORMER FEDERAL EMPLOYING OFFICE (Agency, bureau or equivalent, address, and dates of employment)

AID, Wash., D.C. from 6-10-62 to 3-31-74

(If formerly employed by agencies in addition to above, list under item 7)

5. PERSONNEL FOLDER ACTION (Check appropriate box)

<input type="checkbox"/> a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT RETENTION	<input type="checkbox"/> b. REQUEST TRANSMISSION OF FOLDER FOR TEMPORARY USE	<input checked="" type="checkbox"/> c. CONSOLIDATE ATTACHED PAPERS WITH OFFICIAL PERSONNEL FOLDER PREVIOUSLY FORWARDED
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6. REMARKS

SECTION II—FOR USE BY FEDERAL RECORDS CENTER, ST. LOUIS, MO.

7.

<input type="checkbox"/> a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY FORWARDED	<input type="checkbox"/> d. FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED
<input type="checkbox"/> b. FOLDER ENCLOSED	<input type="checkbox"/> e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED
<input type="checkbox"/> c. FOLDER NOT LOCATED	<input type="checkbox"/> f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION REQUESTED. IF EMPLOYEE IS REHired, FOLDER SHOULD BE RETAINED BY YOUR AGENCY

8. REMARKS

NOTE: Submit in duplicate for each folder requested. Original will be used as charge-out by Federal Records Center. Duplicate will be returned as transmittal sheet when appropriate.

SECTION III—TO BE COMPLETED BY REQUESTING OFFICE

TO: AID  
ADDRESS: Office of Personnel and Manpower  
(Include Room 214, RPC  
ZIP code) Wash., D.C. 20523

ATTN:

Requesting office will enter its complete agency identification and mailing address in address box. To be used to mail folder or reply.

Ogden Williams

Resignation COB 6/8/62

✓ All leave transferred to AID.

*E. Kathryn Mallow*  
E. Kathryn Mallow, Chief  
Leave and Retirement Section

✓ Address:

c/o Foreign Service Mail Room,  
Washington 25, D. C.

*7/3/62 Jib  
Mallow*

RESIGNATION			
I RESIGN FOR THE FOLLOWING REASON:			
DATE			
MY LAST WORKING DAY WILL BE			
SIGNATURE			
SEPARATION DATA			
FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:			
(STREET)	(CITY)	(ZONE)	(STATE)