

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

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

267-24-1603

4. DATE OF BIRTH

1-22-20

Williams, Ogden

5. 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)

6. PERSONNEL FOLDER ACTION (Check appropriate box)

☐

a. CURRENTLY EMPLOYED. REQUEST TRANSMISSION OF FOLDER
COVERING PREVIOUS FEDERAL EMPLOYMENT FOR PERMANENT
RETENTION

☐

b. REQUEST TRANSMISSION OF
FOLDER FOR TEMPORARY
USE

☒

c. CONSOLIDATE ATTACHED PAPERS
WITH OFFICIAL PERSONNEL FOLDER
PREVIOUSLY FORWARDED

7. REMARKS

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

8.

☐

a. CONSOLIDATE ATTACHED PAPERS WITH FOLDER PREVIOUSLY
FORWARDED

☐

d. FLAGGED, FOLDER TO BE FORWARDED WHEN LOCATED

☐

b. FOLDER ENCLOSED

☐

e. FOLDER PREVIOUSLY REQUESTED IS ENCLOSED

☐

c. FOLDER NOT LOCATED

☐

f. FOLDER FORWARDED ON A LOAN BASIS IN LIEU OF INFORMATION
REQUESTED. IF EMPLOYEE IS REHIRED, FOLDER SHOULD BE RETAINED
BY YOUR AGENCY

9. 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:

ADDRESS:

(Include
ZIP code)

ATTN:

AID

Office of Personnel and Manpower
Room 214, RPC
Wash., D.C. 20523

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 6/3/62

✓ 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
Wm

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)