

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Bureau of Human Resources
3 Minor Subdivision	Office of Civil Service Human Resources Management Career Development Division (HR/CSHRM/CD)
4 Name of Person with whom to confer	5 Telephone (include area code)
Karen G Brothers	202-261-8500

<b>Leave Blank (NARA Use Only)</b>	
Job Number	NI-059-0946
Date Received	8/25/09
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
14 Jo-10	

**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 1 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       has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Tasha M Thian	Agency Records Officer	8/13/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Schedule for Career Development Division (HR/CSHRM/CD)		

**Bureau of Human Resources**  
**Office of Civil Service Human Resource Management**  
**Career Development Division (HR/CSHRM/CD)**

**1. Workshop Presentation Files**

**Description:** Includes course presentation files consisting of material used by instructor for each workshop offered by the Center. Materials include instructor's materials and handouts developed by the CDRC.

**Disposition:** TEMPORARY: Destroy when three (3) years old or when superseded.

**DispAuthNo:** Pending NARA approval