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|---|---|
| <b>Request for Records Disposition Authority</b><br>(See Instructions on reverse) |   |
| To: National Archives and Records Administration (NIR)<br>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<br>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><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |                                |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 Jan-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<br>Tasha M Thian | Title<br>Agency Records Officer | Date (mm/dd/yyyy)<br>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| 7 Item Number | 8 Description of Item and Proposed Disposition                      | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |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