

Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) Department of State	
2 Major Subdivision Bureau of International Information Programs (IIP/W)	
3 Minor Subdivision	
4 Name of Person with whom to confer Cornelius Kelliher	5 Telephone (include area code) 202-261-8684

Leave Blank (NARA Use Only)	
Job Number N1-059-11-2	
Date Received 11/9/10	
Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 15 Feb 11	Archivist of the United States

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 Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 11-03-2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation page		

Continuation Page

Office of Web Management (IIP/W)

1. CMS (Content Management System) Training Files

Description File contains records used to provide training materials for web management These include PowerPoint presentations, manuals, user guides, FAQs and classroom materials, which are updated frequently

Disposition TEMPORARY Destroy/delete when updated or superseded

DispAuthNo TBD

November 2, 2010