

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-59-87-1	DATE RECEIVED 10-22-86
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Foreign Service Institute		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION School of Professional Studies			
4 NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5 TELEPHONE EXT 647-7123	DATE 3-17-87	ARCHIVIST OF THE UNITED STATES <i>Francis J. Bunker</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 10/20/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen Lannon</i>	D TITLE Kathleen M. Lannon Chief, Records Management Staff
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p align="center"><u>COURSE PRESENTATION FILE</u></p> <p>The single, central, official Course Presentation File of the School of Professional Studies</p> <p><u>Consisting of</u> one designated master set of each course's presentation material - made up in part of: magnetic diskettes and tapes, paper materials (instructor's materials, handouts); audiovisual materials (films, slides, sound recordings, transparencies), Etc</p> <p>NOTE: Not all training materials need to be added to the master set. High cost items should be added</p> <p><u>That Document:</u> the course presentation outline and related instructional materials used by an instructor in teaching a class or course.</p> <p><u>Relating to:</u> classes and courses under the School's training program that include - administrative training, communications & clerical skills training, consular training, economic & commercial training, executive development, mid-level professional development program, orientation training, and political training</p>		

3/20/87 Agency NNF

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

PAGE

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	<p style="text-align: center;"><u>AUTHORIZED DISPOSITION</u></p> <p>Destroy when 10 years old or when School gives written notification that material has been updated or is obsolete</p>		