

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-87-001

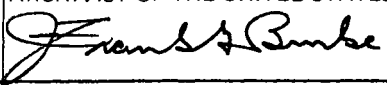
All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-059-99-017/90106/B/1

Date Reported: 11/16/2020


# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-59-87-1</b>	DATE RECEIVED <b>10-22-86</b>
1 FROM <i>(Agency or establishment)</i> <b>Department of State</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Foreign Service Institute</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>School of Professional Studies</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>John A. Cruce</b>	5 TELEPHONE EXT <b>647-7123</b>	DATE <b>3-17-87</b>	ARCHIVIST OF THE UNITED STATES 

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 <b>10/20/86</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>Kathleen M. Lannon Chief, Records Management Staff</b>
---------------------------	---	--

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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"><b><u>COURSE PRESENTATION FILE</u></b></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 &amp; clerical skills training, consular training, economic &amp; 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

2 OF 2

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>
	<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>		