

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-59-90-30

DATE RECEIVED

1/28/91

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)
DEPARTMENT OF STATE

2. MAJOR SUBDIVISION
Foreign Service Institute

3. MINOR SUBDIVISION
School of Language Studies

4. NAME OF PERSON WITH WHOM TO CONFER

Betty Bates

5. TELEPHONE EXT.

647-6018

DATE

2/1/91

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 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, 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 1/22/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Patricia R. Magin</i> Patricia R. Magin	D. TITLE Acting Chief, Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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><u>Language Training Textbooks.</u></p> <p>Assorted transcripts, printing masters, and drafts of Foreign Service Institute language textbooks. Material created by the Foreign Service Institute and are not copies of material purchased from outside vendors.</p> <p>Destroy when superseded, obsolete, or no longer necessary. Do not retire to RSC or WNRC.</p>		

Copies sent to agency, NNW, NNT 2/9/91

National Archives



Washington, DC 20408

INFORMAL REVIEW: RECOMMENDED ACTION
ON

REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
NIR SPECIAL RECORDS DISPOSITION STUDY
WNRC RECORDS DISPOSITION PROJECT REPORTS

Job No. or Title: NI-59-90-30

Instructions:

1. Each reviewer must fill in data below, using one line.
2. Check appropriate "recommendation" box.
3. Attach written comments if "concur if modified" or "do not concur" box is checked. Comments are optional if "concur" box is checked.
4. Heads (representative) of reviewing NN units must complete this form.

Unit Symbol	Date (mm-dd-yy)	RECOMMENDATION			RECOMMENDED BY
		Concur	Concur if Modified	Do Not Concur	Signature (do not use initials)
NNTA	11-1-90	X			Jarvis B. Wolfinger
NNTA	11-7-90	✓			Franklin W. Burch
NNT	11-16-90	✓			Genevieve J. Phelan

ACTION TAKEN BY NN-W OR AUTHORIZED REPRESENTATIVE

NN-W	11/19/90	✓			Franklin W. Burch
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(NN-W: Rev. 10/89)

National Archives



INFORMAL REVIEW: RECOMMENDED ACTION
ON

Washington, DC 20408

REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
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Unit Symbol	Date (mm-dd-yy)	RECOMMENDATION			RECOMMENDED BY
		Concur	Concur if Modified	Do Not Concur	Signature (do not use initials)
NWR	10-16-90	✓			<i>L. Michael McQuinn</i>

ACTION TAKEN BY NN-W OR AUTHORIZED REPRESENTATIVE

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(NN-W: Rev. 10/89)