


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	N1-59-90-30
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	1/28/91
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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  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 GRS OR SUPERSEDED JOB CITATION	10.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><b><u>Language Training Textbooks.</u></b></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Destroy when superseded, obsolete, or no longer necessary.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, NN W, NNT 2/1/91*