

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-96-2
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	11/20/95
2. MAJOR SUBDIVISION Bureau of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
John A. Cruce	202-647-7123	5-2-96	<i>John W. Paul</i>

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 _____ 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; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/6/95	<i>Kenneth L. Brown</i>	Records Officer, Department of State

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		

1. Training Program - Subject File.

Memorandums, telegrams, and other documentation on the training program for communications and electronic information handling technology covering applications, automated data processing office equipment and systems, career training, certification, classes, consultations, curriculums, design, developments, education, e-mail, evaluations, information management systems, installations, liaison with other government agencies, local area networks, maintenance, operations programs, planning, problem solutions, professional development, radio equipment, specialized security training, software, standards, technical training programs, telephone systems and equipment, training policies and procedures, trip reports, weekly activity reports, and other related subjects.

Arrange file by TAGS and Terms. Cut off file at the end of each calendar year.

DISPOSITION: Destroy when 3 years old.

2. Student File.

Telegrams, and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

Arrange file by student name. Cut off file at termination of employment with Department.

DISPOSITION: Retire to RSC 1 year after cut off date. Destroy 5 years after cut off date.

3. Training Course Lesson Plans.

Plans of instruction, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and correspondence and memorandums relating to completed development and / or revision.

Arrange by course plan.

Disposition: Destroy 5 years after course has been revised or terminated.