REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)

JOB NUMBER N1-59-96-2

DATE RECEIVED 11/20/95

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Bureau of Administration

3. MINOR SUBDIVISION
Information Management

4. NAME OF PERSON WITH WHOM TO CONFER
John A. Cruce

5. TELEPHONE
202-647-7123

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 5-2-96

ARCHIVIST OF THE UNITED STATES *John W. Carl*

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 11/6/95

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

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.