

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-09-11</i>	
10 NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>7/28/09</i>	
1 FROM (Agency or establishment) Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved or 'withdrawn' in column 10.	
2 MAJOR SUBDIVISION Office of the Secretary			
3 MINOR SUBDIVISION N/A			
4 NAME OF PERSON WITH WHOM TO CONFER Lowell Flanders	4 TELEPHONE NUMBER 202-513-0823	DATE <i>8/10/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 <u>1</u> page(s) are not needed now 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 07/22/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1300	General Personnel Records		
1304 3	Curriculum Material Used in Training Courses	N/A	

1300 – General Personnel Files

1304.3 Curriculum Material Used in Training Courses Files consist of current course materials used in the training of employees. Includes manuals, PowerPoint slide handouts, CDs, Web-Based Training and Web-Based Training CDs generated by the office.

Disposition: Temporary. Cut off when material is superseded or obsolete, whichever is sooner. Destroy one year after cut-off.

SF 115 Supplementary Cover Sheet

Summary:

This action augments the Office of the Secretary disposition schedule entitled:

“1300 – General Personnel Files.”

This schedule includes one item related to the Office of the Secretary’s files that is not covered by an existing schedule or by the GRS.

1304.3 Curriculum Material Used in Training Courses

Reason for submission:

- (1) This action provides for the disposition of records maintained by the Office of the Secretary that were previously unscheduled.
- (2) This action incorporates into the numbering pattern for the Office of the Secretary’s new records schedule.