REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
Washington, DC 20408

1. FROM (Agency or establishment)
U.S. Office of Personnel Management

2. MAJOR SUBDIVISION
Workforce Training Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Leslie Crawford

5. TELEPHONE
703-908-8565

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 one 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 GAO Manual for Guidance of Federal Agencies,

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE 12/16/95
SIGNATURE OF AGENCY REPRESENTATIVE Leslie Crawford
TITLE OPM Records Administrator

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

6. Training course materials (manuals, handbooks, training aids) developed by or for OPM for use in training General Schedule (non-executive) personnel in basic skills development.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

NEW