REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER
	𝟕1-370-07-2

To:	NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 11-21-2006

1 FROM (Agency or establishment) National Oceanic and Atmospheric Administration	NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION National Ocean Service	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3 MINOR SUBDIVISION ORR	

4 NAME OF PERSON WITH WHOM TO CONFER Annie Baker	5 TELEPHONE NUMBER 202-482-5958	DATE 10/28/07	ARCHIVIST OF THE UNITED STATES *[signature]*

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 needed now for the business for 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,

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

DATE 11/14/06	SIGNATURE OF AGENCY REPRESENTATIVE *[signature]*	TITLE

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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

[handwritten] 10/26/07 Copies Sent to Agey, NWMD, NWMW, NR

100-21 Training and Workshop Records

Information accumulated by offices preparing materials for training or workshops Included are schedules, agendas, programs, lesson plans, and completed manuals. Records may be in any medium or format, including, but not limited to, electronic presentations, compact discs, electronic whiteboard data, etc

Note Copies of training manuals collected by employees attending training should be filed under 100-04, Technical and General Reference Materials

DISPOSITION: Cut off at the end of the calendar year in which training was conducted Destroy 5 years after cut off.