

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 <i>N1-478-95-4</i>	
1. FROM (Agency or establishment) U.S. Office of Personnel Management		DATE RECEIVED <i>8-21-95</i>	
2. MAJOR SUBDIVISION Workforce Training Service		NOTIFICATION TO AGENCY <small>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.</small>	
3. MINOR SUBDIVISION		DATE <i>12-12-95</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Leslie Crawford	5. TELEPHONE 703-908-8565	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>one</u> 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, <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE <i>8/16/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leslie Crawford</i>	TITLE OPM Records Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Amend the Employee Development and Utilization portion of OPM Administrative Manual Supplement 44-3, Disposition of Records, to add a new item 6. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 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. </div> <div style="width: 45%;"> Temporary. Destroy when superseded or obsolete. </div> </div>	NEW	