

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Foreign Service Institute
3 Minor Subdivision	School of Applied Information Technology
4 Name of Person with whom to confer Lorraine Silva	5 Telephone (include area code) 202-261-8459

Leave Blank (NARA Use Only)	
Job Number	NI-059-09-47
Date Received	9/22/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
01-05-2010	Paul M. W. [Signature] (NWA)

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 1 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
 has been requested

Signature of Agency Representative Tasha M Thian [Signature]	Title Agency Records Officer	Date (mm/dd/yyyy) 9/26/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached.		

Foreign Service Institute
School of Applied Information Technology

Warrenton Training Center - Student Files

Description: 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.

a. Recordkeeping copy (paper)

Disposition: Cut off at end of CY 2008. Retire to RSC Destroy 3 years after cut off.

DispAuthNo: Pending. Supersedes N1-59-99-17, item 8 (5)a.