NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER N1-478-95-4

DATE RECEIVED 8-21-95

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-12-95

ARCHIVIST OF THE UNITED STATES John W. Carlin

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/16/95	Leslie Crawford	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 GRS OR SUPERSEDED JOB CITATION	10.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.			
	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.	Temporary. Destroy when superseded or obsolete.	NEW	

DEC 27 1995 MHV copy to: Agency