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| 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 N1-330-93-5 | DATE RECEIVED 5-13-93 |
| 1. FROM (Agency or establishment) Department of Defense | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Office of the Secretary | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Management Division, C&D, WHS | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg | 5. TELEPHONE 703-695-0970 | DATE 7-1-94 | ARCHIVIST OF THE UNITED STATES <i>Cindy Huchamp Peters</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 ___ 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; or has been requested.

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| DATE May 5, 1993 | SIGNATURE OF AGENCY REPRESENTATIVE H. D. Neeley <i>H. D. Neeley</i> | TITLE Records Administrator |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| 1. | <p><i>Information</i></p> <p>2300-03 Treaty Inspection Manpower Management System (TIIMS) File. This is primarily an electronic data base used to manage OSIA manpower resources and consists of information pertaining to security clearance processing and verification, special access certification, passport status, mission scheduling and planning, inspection team composition, inspector and transport list management files, and inspector training.</p> <p><u>Disposition:</u> a. Database file: Archive upon <i>2</i> departure of individual concerned; purge after 10 years. b. Hardcopy file: Destroy when no longer needed.</p> <p>NB: Personal information in this file is covered under OSD Privacy Act System Notice DOSIA.01</p> <p><i>Copies sent to agency, NCF 7/5/94</i></p> | | |