

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of State

2. MAJOR SUBDIVISION  
 Information Services

3. MINOR SUBDIVISION  
 Office of User Services

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
 John A. Cruce 647-7123


LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-59-92-2

DATE RECEIVED  
 6-22-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 11/12/92 

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.

DATE 6/9/92	SIGNATURE OF AGENCY REPRESENTATIVE  Kenneth F. Rossman	TITLE Chief, Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHED SCHEDULE		

### 1. USER SERVICES PROGRAM FILE

Records of user needs assessments and requirements, documentation on posts' support centers, computer systems analyses, feasibility studies, surveys, working group papers, Weekly Activity Reports, and State Wang Council papers.

Also contains briefing material, glossaries, implementation reports, inspections, and other documentation on major systems:

- a. Foreign Affairs Information System (FAIS)
- b. Central On-line Retrieval Environment system (CORE)
- c. Principal Officers Electronic Mail System (POEMS)
- d. Electronic Mail (E-Mail); etc.

DISPOSITION: Block by year. Retire to RSC after 3 years. Destroy after 10 years.

### 2. INFORMATION TECHNOLOGY PROGRAM FILE

Documents relating to product demonstrations, inventories, the PC User Group, policies, hardware, software, the System Management Group, tempest Pcs, and word processing. Also includes Weekly Significant Events Reports, Weekly Status Reports, and Monthly Status Reports.

DISPOSITION: Block by year. Retire to RSC after 3 years. Destroy after 5 years.

### 3. INFORMATION TECHNOLOGY REFERENCE FILE

Information on hardware and software relating to installation, training, programming, applications; databases; utilities; and word processing.

DISPOSITION: Dispose after software or hardware is no longer in use.