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8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)				9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)	
CMS is a tracking system in electron control, retrieve, and document of the Office of the Director. covering the correspondence file a. Paper print-out. Make a hard-copy printout a year. Transfer to WNRC at associated subject files of (annual blocks when no long administration). Transfer Archives in 5-year blocks when the control of	ctronic the sta (See Nl es.) at the e the sam f the Of ger need to the when 25	form us tus of -306-87 and of the time fice of led for Nationa	ed to index, correspondence -9 for schedule the calendar as the the Director USIA			
	R. Lee Heart Jung 8. DESCRIPTION (With Inclusive Dates or R Correspondence Management System CMS is a tracking system in elector of the Office of the Director. Covering the correspondence file a. Paper print-out. Make a hard-copy printout year. Transfer to WNRC at associated subject files of (annual blocks when no long administration). Transfer Archives in 5-year blocks Volume: 15 cubic feet	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Period Correspondence Management System (CMS) CMS is a tracking system in electronic control, retrieve, and document the state of the Office of the Director. (See NI covering the correspondence files.) a. Paper print-out. Make a hard-copy printout at the expear. Transfer to WNRC at the same associated subject files of the Office o	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) Correspondence Management System (CMS) or its CMS is a tracking system in electronic form us control, retrieve, and document the status of of the Office of the Director. (See N1-306-87 covering the correspondence files.) a. Paper print-out. Make a hard-copy printout at the end of the year. Transfer to WNRC at the same time associated subject files of the Office of (annual blocks when no longer needed for administration). Transfer to the National Archives in 5-year blocks when 25 years of Volume: 15 cubic feet	**SIGNATURE OF AGENCY REPRESENTATIVE A. Let Humbert Records Management Of Records Manage	**RESIGNATURE OF AGENCY REPRESENTATIVE A. Let	

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b. Machine-readable format

Break file at the end of the tenure of each Director of USIA. Transfer along with basic data and supporting documentation to the National Archives. Records (tapes) must be in a software independent format consistent with the requirement of 36 CFR 1228.188(a).

Volume: 16 computer tapes

Annaul Accumulation: 2 computer tapes annually.

Clearances:

Larry R. Taylor Executive Secretary

Teresa Collins, Chief Secretariat Staff

Office of the General Counsel