

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-306-92-1
1. FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	2/5/93
2. MAJOR SUBDIVISION Office of Cultural Centers and Resources		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Library Programs Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 <i>Acting</i>	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE		
Cathy A. Brown	(202) 619-55012	2/26/93	<i>Raymond A. Mules</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 2 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/13/93	Michael Carroll	Chief, Operations Division, M/AD

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>AUTOMATED INFORMATION SYSTEMS BRANCH</u></p> <p>The Automated Information Systems Branch creates, produces and maintains the Public Diplomacy Query (PDQ) database. The PDQ is a family of interactive online databases created to serve the information needs of USIA and USIS offices worldwide.</p> <p>1. PDQ Indexes and Full Text - Maintained on CD-ROM, contains more than 200,000 entries dating back to 1985. Provides a subject index to more than 40 Agency and State Department policy and program products i.e., State Department GISTS, full-text of the Wireless File, Agency magazine articles, Agency policy guideline cables, Article Alert, Video offerings, VOA editorials and a USIA Drug Issues database containing full texts of drug-related publications.</p> <p>a. Official copy.</p> <p>DISPOSITION: Destroy when no longer needed.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>b. Extra copies.</p> <p>DISPOSITION: Destroy when no longer needed.</p> <p>c. Indexes and text on Microfiche - Indexes and text maintained on microfiche for years 1980 through 1985.</p> <p>DISPOSITION: Destroy when no longer needed.</p>		
	<p><u>Helen Amabile</u> Helen Amabile Deputy Chief Library Programs Division</p>	<p><u>1/7/93</u> Date</p>	
	<p><u>Lorie J. Nierenberg</u> Lorie Nierenberg Office of General Counsel</p>	<p><u>2/2/93</u> Date</p>	