

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-306-92-3</i>	DATE RECEIVED <i>3-2-92</i>
1 FROM (Agency or establishment) United States Information Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Bureau of Management			
3 MINOR SUBDIVISION Records Management Staff (M/ASP)			
4 NAME OF PERSON WITH WHOM TO CONFER  Jeannette Giovetti	5 TELEPHONE  202-619-4408	DATE <i>for</i> <i>3/3/92</i>	ARCHIVIST OF THE UNITED STATES <i>James W. Squire</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 <i>1/14/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas H. Connor</i>	TITLE Mr. Thomas H. Connor Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><u>ACCESS CONTROL SYSTEM (ACS).</u></p> <p>ACS is an electronic log that scans employee identification badges and archives onto a disk the time and date of building entry and departure during Agency security hours.</p> <p>DISPOSITION: Transfer information from disk to magnetic tape as needed. Erase when five years old.</p>	<p>GRS 18 Items 17(a) 17(b)</p>	

*Copies sent to agency GRS 3/13/92*

## Clearances:

Richard W. Bowles  
Richard Bowles  
Chief, Technical Services Branch, (M/SPS)  
Office of Security

Date: 1/17/92

John R. Sinclair  
John Sinclair  
Assistant Inspector General for Investigations, (OIG/V)  
Office of Inspector General

Date: 1/29/92

Lorie Nierenberg  
Lorie Nierenberg  
Assistant General Counsel, (GC)  
Office of the General Counsel

Date: 2/24/92