

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES DO NOT WRITE IN THESE SPACES	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-306-95-8	
1 FROM (Agency or establishment) United States Information Agency		DATE RECEIVED 7-18-95	
2 MAJOR SUBDIVISION Bureau of Management		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Technology		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Cathy A. Brown	5. TELEPHONE (202) 619-5501		

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.

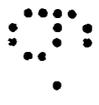
DATE 7/6/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Management Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;">OFFICE OF TECHNOLOGY (M/T)</p> <p>Director's Subject Files - Contain correspondence, memoranda, telegrams, reports briefing material, minutes of meetings, and other information relating to the policies, plan and activities of the Office of Technology.</p> <p>DISPOSITION AUTHORITY: Cut off annually. Transfer to WNRC when 3 years old. Destroy when 5 years old.</p>		
2.	<p>Chronological Files - Extra copies of correspondence maintained chronologically for convenience of reference.</p> <p>DISPOSITION AUTHORITY: Destroy when one year old or when no longer needed, whichever is sooner.</p>		

FEB 14 1996 *MNV* *copy to Agency*
NNT
NCF

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)
3.	<p>PLANNING AND DEVELOPMENT STAFF (M/TP)</p> <p>General Correspondence Files - Contains information on technology planning and information resources, including memoranda, letters, reports, briefing material, etc.</p> <p>DISPOSITION AUTHORITY: Transfer to WNRC when 3 years old. Destroy when 5 years old.</p>		
4.	<p>Project Files - Contains information on the planning, development and lifecycle management process, technology planning and architecture guidance, research and development applications having agencywide scope, development of policy for effective planning, procurement and management of the Agency's technology resources.</p> <p>DISPOSITION AUTHORITY: Close at end of project. Transfer to WNRC 3 years after close of project. Destroy 5 years after close of project.</p> <div style="text-align: center;">    </div> <p><u>Daniel S Campbell</u> Daniel S. Campbell Director Office of Technology</p> <p style="text-align: right;"><u>6/15/95</u> Date</p> <p><u>Lorie Nierenberg</u> Lorie Nierenberg General Counsel</p> <p style="text-align: right;"><u>4/29/95</u> Date</p>		