REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

FROM (Agency or establishment)
National Archives & Records Administration

MAJOR SUBDIVISION
Access Programs

MINOR SUBDIVISION
Customer Services Division

NAME OF PERSON WITH WHOM TO CONFER
Richard Marcus

TELEPHONE NUMBER
(301) 713-7330 ext 250

DATE
3-8-02

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 3 page(s) are not needed now for the business for 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
NOV 6 2001

SIGNATURE OF AGENCY REPRESENTATIVE
Richard Marcus

TITLE
NARA Records Officer

ITEM NO

DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

SUPERSSEDED JOB

CITATION

ACTION TAKEN

(NARA USE ONLY)

See attached page(s)

cc: Agency DR
Researcher Application and Authorization Files
Documents accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, and in authorizing access to restricted or security-classified materials. Included are: researcher applications; electronic database of applications information; letters of introduction; access requests; official documents authorizing or denying individual access to restricted material; researcher-signed research room regulations; related forms such as the NA Form 14003, Researcher Application, and the NA Form 14003A, Research Application - Presidential Libraries; and other related records.

Researcher application forms.

c. Researcher Registration System Database
   1. Annual snapshot of entire database maintained offline.
      Destroy when 25 years old.
   2. Live data maintained on servers.
      Delete when 3 years old.

Researcher Registration System Identipass subsystem data maintained on system servers recording researcher movement within the AII Hoyer Research Complex.
Delete when 5 years old.