

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-02-3	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-14-2001	
1 FROM (Agency or establishment) National Archives & Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Access Programs			
3 MINOR SUBDIVISION Customer Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER (301) 713-7330 ext 250	DATE 3-8-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>3</u> 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE NOV 6 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Marcus</i> Richard W. Marcus		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached page(s)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>cc: Agency, DR</i>			

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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.

1418-1

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.

1418-6

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

Delete when 5 years old.