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

MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Richard Marcus

5 TELEPHONE NUMBER
(301)-713-7330 x250

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 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: FEB 8 2002
SIGNATURE OF AGENCY REPRESENTATIVE: Richard 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9 GRS OR SUPERSEDED JOB CITATION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)
Research Room Use Files

Public-use PC user logs and system audit data used to record public access on research room PCs and detect inappropriate use

a) Log sheets signed by researchers registering to use public-use PCs. Cut off monthly. Destroy 60 days after cutoff.

b) Audit data recording internet use activity on public-use PCs. Cut off monthly. Destroy 60 days after cutoff.