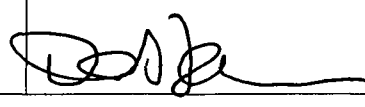



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-064-11- 1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/8/11	
1 FROM (Agency or establishment) National Archives & Records Administration		<b>NOTIFICATION TO AGENCY</b>  In 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Government Information Services (OGIS)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE 21 Sept 11	ARCHIVIST OF THE UNITED STATES 
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>1</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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE APR - 7 2011	SIGNATURE OF AGENCY REPRESENTATIVE  Richard W. Marcus		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of Government Information Services (OGIS)  OGIS Access System  See attached pages		

## **OGIS Access System (OAS)**

1 **Case files** Records created in connection with a request for OGIS assistance, i e , internal and external correspondence, research, internal and external e-mail messages, internal memoranda and documents

TEMPORARY Destroy 10 years after case is closed

2 **OAS reports** Statistical and analytical reports related to OGIS's caseload Ad hoc and standard reports

TEMPORARY Destroy when superseded by updated report or when no longer needed for current business or when 2 years old, whichever is sooner