

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-286-00-1
		DATE RECEIVED	11/3/99
1. FROM (Agency or establishment) U.S. Agency for International Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau for Administrative Services			
3. MINOR SUBDIVISION Information and Records Division			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Ball	5. TELEPHONE (202) 712-1765		

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached \_\_\_\_\_ page(s) are not 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 11/26/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records 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 GRS OR SUPERSEDED JOB CITATION	10.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)
<del>New</del>	Agency Notice Intranet Database Management System (See Attachment)		

Copy to: agency, NWMD, NWMW 3/30/00 clb

## **Agency Notice Intranet Database Management System**

Agency Notice Intranet Database Management is a system used to provide ready, user-friendly access to frequently used information or notices in a "public" format. These notices are posted daily and read by anyone with access to the USAID intranet. M/AS/IRD maintains the electronic versions and the data. The Notice Database begins in 1995.

### **1. System Electronic Version and Data:** Update on a daily basis.

Delete the monthly notices at the end of calendar year when **■** two years old.

**2. Input records:** Electronic versions of these files are downloaded from a word processing program. The files automatically link with unique database fields and remaining fields are manually completed with entered data. The manually completed fields assist the USAID reader by providing a brief description of the notice subject matter.

Destroy the electronic version when it has been entered into the database and verified.

### **3. System Documentation:** Data, file and output specifications, and user guides.

Destroy when the system is obsolete or superseded.