Request for Record Disposition Authority

To: National Archives and Records Administration (NIR)
Washington, DC 20408

From: (Agency or establishment)
U.S. Agency for International Development

Major Subdivision
Bureau for Administrator (A)

Minor Subdivision
Office of the Inspector General (OIG)

Name of Person with whom to confer
Naima Taylor
Telephone (include area code)
202-712-5695

Internet Quorum (IQ)
(See Attached)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description of Item and Proposed Disposition</th>
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<tbody>
<tr>
<td></td>
<td>Internet Quorum (IQ) (See Attached)</td>
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Date: 9/30/09

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 now 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
☐ has been requested

Signature of Agency Representative
Cynthia Staley
Title: Acting Chief Record Officer

Job Citation: 115-109
NSN: 7540-00-634-4064
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NARA: 36 CFR 1228

Prescribed by: NARA 36 CFR 1228

Previous Edition Not Usable
Internet Quorum (IQ)

The Internet Quorum (IQ) system is the Citizen Relationship Management (CRM) system used by the United States Agency for International Development, Office of the Inspector General to manage and track people, correspondence, and investigative case information. The IQ system is a document tracking system that maintains authorizations, creates documents from templates, and stores completed documents. Documents processed include OIG/Investigations documents, travel forms, training forms, and human resources documents. USAID OIG staff access the IQ system when conducting investigations and audits on individuals employed or contracted by USAID.

Master File

The IQ system contains personally identifiable information (PII). The PII data elements contained in the IQ system can be: name, date of birth, social security number, mailing address, telephone and/or other numbers. USAID considers the PII contained within IQ to be Sensitive but Unclassified (SBU) information, and has applied the security controls necessary for the protection of SBU information.

Disposition: Temporary. Cut off files at the end of the fiscal year in which the record was created in the system. Destroy 10 years after cutoff, or when no longer needed for business purposes, whichever is later.