

# Request for Record Disposition Authority

(See Instructions on reverse)

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

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

2 Major Subdivision  
**Bureau for Administrator (A)**

3 Minor Subdivision  
**Office of the Inspector General (OIG)**

4 Name of Person with whom to confer  
**Naima Taylor**

5 Telephone (include area code)  
**202-712-5695**

## Leave Blank (NARA Use Only)

Job Number  
**NI-286-09-9**

Date Received  
**9/30/09**

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **10/15** Archivist of the United States **[Signature]**

### 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 1 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 Staples**

Title  
**Acting Chief/Records Officer Info. & Records Div.**

Date (mm/dd/yyyy)  
**9-22-09**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p><b>Internet Quorum (IQ)</b>  <b>(See Attached)</b></p>		

## 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.