

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 204081 FROM (Agency or establishment)
United States Information Agency

2 MAJOR SUBDIVISION

Bureau of Management

3 MINOR SUBDIVISION

Records Management Staff (M/ASP)

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Jeannette Giovetti

202-619-4408

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-306-92-3

DATE RECEIVED

3-2-92

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not approved" or "withdrawn" in column 10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 for ARCHIVIST OF THE UNITED STATES

3/3/92

James W. Squire

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 2 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, or



has been requested

DATE

1/14/92

SIGNATURE OF AGENCY REPRESENTATIVE

Thomas H. Connor

TITLE

Mr. Thomas H. Connor
Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><u>ACCESS CONTROL SYSTEM (ACS).</u></p> <p>ACS is an electronic log that scans employee identification badges and archives onto a disk the time and date of building entry and departure during Agency security hours.</p> <p>DISPOSITION: Transfer information from disk to magnetic tape as needed. Erase when five years old.</p>	GRS 18 Items 17(a) 17(b)	

Copies sent to agency GRS 3/13/92

Clearances:

Richard W. Bowles
Richard Bowles
Chief, Technical Services Branch, (M/SPS)
Office of Security

Date: 1/17/92

John R. Sinclair
John Sinclair
Assistant Inspector General for Investigations, (OIG/V)
Office of Inspector General

Date: 1/29/92

Lorie Nierenberg
Lorie Nierenberg
Assistant General Counsel, (GC)
Office of the General Counsel

Date: 2/24/92