

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. 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

N1-306-92-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3/3/92

ARCHIVIST OF THE UNITED STATES

James W. Moore

## 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 3 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

Jan. 14, 1992

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 GRS OR SUPERSEDED JOB CITATION                                       | 10.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>TIME AND ATTENDANCE REPORTS FILES.</u></p> <p>a. Optional Form (OF) 1265 or Equivalent.</p> <p>1) Original timesheets maintained by the Payroll Office.</p> <p>2) Copies of initialed timesheets maintained by individual elements.</p> <p>DISPOSITION: Destroy 5 years after the pay period.</p> <p>b. Supplemental Time and Attendance Records.</p> <p>Records include original Daily Time Records (sign-in/sign-out sheets, IA 815); Applications for Leave (SF 71); Maxiflex Biweekly Time Records (IA 1169) or equivalent forms maintained by individual elements.</p> <p>DISPOSITION: Destroy 5 years after the pay period.</p> <p><i>copies sent to agency, GRS 3/13/92</i></p> | <p>GRS 2, item 3a(1)</p> <p>GRS 2, item 3a(2)</p> <p>GRS 2, item 3b</p> |                                  |

| REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION |                                                                                                                                                                                                                                                                                                                                                                                                                    | JOB NUMBER                                    | PAGE<br>OF                             |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------|
| 7.<br>ITEM<br>NO.                                        | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                                                                                                                                                                                                                                                                                                                                                                    | 9. GRS OR<br>SUPERSEDED<br>JOB CITATION       | 10. ACTION<br>TAKEN (NARA<br>USE ONLY) |
| 2.                                                       | <p><u>CENTRAL GUARD LOGS.</u></p> <p>Original registers or logs maintained by central guard desks and used to record names of employees, visitors, outside contractors, and service personnel admitted to USIA buildings during non-security hours.</p> <p>DISPOSITION: Destroy 5 years after final entry or five years after date of document, as appropriate.</p> <p style="text-align: center;">N1-306-92-4</p> | <p>GRS 18</p> <p>Items 17(a)</p> <p>17(c)</p> |                                        |