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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 GRS OR SUPERSEDED JOB CITATION	10.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)	
2.	CENTRAL GUARD LOGS.			
	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.	GRS 18 Items 17(2) 17(3)		
	DISPOSITION: Destroy 5 years after final entry or five years after date of document, as appropriate.			
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115-205Two copies, including original, to be submittedSTANDARD FORM 115-A (REV. 3-91)to the National Archives and Records Administration.Prescribed by NARA36 CFR 1228				

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