

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-306-92-001**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

According to the agency, this schedule is inactive because the office is defunct.

Date Reported: 9/18/2024

N1-306-92-001

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-306-92-1	DATE RECEIVED 2/5/93
1. FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Cultural Centers and Resources		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Library Programs Division			
4. NAME OF PERSON WITH WHOM TO CONFER Cathy A. Brown	5. TELEPHONE (202) 619-55012	DATE 2/26/93	ARCHIVIST OF THE UNITED STATES <i>Acting</i> Raymond A. M...ley

**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 2/13/93	SIGNATURE OF AGENCY REPRESENTATIVE Michael Carroll	TITLE Chief, Operations Division, M/AD
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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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>AUTOMATED INFORMATION SYSTEMS BRANCH</u></p> <p>The Automated Information Systems Branch creates, produces and maintains the Public Diplomacy Query (PDQ) database. The PDQ is a family of interactive online databases created to serve the information needs of USIA and USIS offices worldwide.</p> <p>1. PDQ Indexes and Full Text - Maintained on CD-ROM, contains more than 200,000 entries dating back to 1985. Provides a subject index to more than 40 Agency and State Department policy and program products i.e., State Department GISTS, full-text of the Wireless File, Agency magazine articles, Agency policy guideline cables, Article Alert, Video offerings, VOA editorials and a USIA Drug Issues database containing full texts of drug-related publications.</p> <p>a. Official copy.</p> <p>DISPOSITION: Destroy when no longer needed.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER

PAGE

OF

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

b. Extra copies.

DISPOSITION: Destroy when no longer needed.

c. Indexes and text on Microfiche -  
Indexes and text maintained on  
microfiche for years 1980 through  
1985.

DISPOSITION: Destroy when no longer needed.

*Helen Amabile*

Helen Amabile  
Deputy Chief  
Library Programs Division

*1/7/93*  
Date

*Lorie J. Nierenberg*

Lorie Nierenberg  
Office of General Counsel

*2/2/93*  
Date