

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-92-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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

N1-306-92-003

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-306-92-3	DATE RECEIVED 3-2-92
1 FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management Staff (M/ASP)			
4 NAME OF PERSON WITH WHOM TO CONFER Jeannette Giovetti	5 TELEPHONE 202-619-4408	DATE for 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 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 <i>Thomas H. Connor</i>	TITLE Mr. Thomas H. Connor Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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>	<p>GRS 18 Items 17(a) 17(b)</p>	

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