(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  Stiffeau of Management  3. MINOR SUBDIVISION  Office of Personnel  4. NAME OF PERSON WITH WHOM TO CONFER (202) 619-5501  6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of the General Accounting Office, under the provisions of 1 tile 8 of the GAO Manual for Guidance of Federal Agencies.  3. SIGNATURE OF AGENCY SEPRESENTATIVE X  SIGNATURE OF AGENCY SEPRESENTATIVE X  OFFICE OF PERSONNEL (M/P)  1. Director's Subject Files - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the Office of Personnel.  DISPOSITION: Cut off annually. Transfer to Wince when 3 years old. Destroy when 7 years old.  2. Chronological Files - Extra copies of corresponsence maintained chronologically for convenience of reference.  DISPOSITION: Destroy when one year old or when no longer needed, whichever is sooner.	RÉQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only) JOB NUMBER			
WASHINCTON, DC 20408  United States Information Agency 2. MAJOR SUBDIVISION SUFFICE OF PERSONNEL Cathy A. Brown  6. AGENCY CERTIFICATION 1 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 not required;  Is not required;  SIGNATURE OF AGENCY SEPRESENTATIVE X  OFFICE OF PERSONNEL (M/P)  1. Director's Subject Files - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the Office of Personnal.  DISPOSITION: Cut off annually. Transfer to WNRC when 3 years old. Destroy when 7 years old.  2. Chronological Files - Extra copies of corresponsence maintained chronologically for convenience of reference.  DISPOSITION: Destroy when one year old or when no longer needed, whichever	(See Instructions on reverse)				N1-306-94-3			
United States Information Agency  2. MAJOR SUBDIVISION  BÜRGAU of Management  3. MINOR SUBDIVISION  Office of Personnel  4. NAME OF PERSON WITH WHOM TO CONFER S. TELEPHONE  Cathy A. Brown  6. AGENCY CERTIFICATION  1. 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  X SIGNATURE OF AGENCY BEPRESENTATIVE K  TITLE  ABOUT TITLE  ABOUT TITLE  B. DIRECTOR'S Subject Files - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the Office of Personnel.  DISPOSITION: Cut off annually. Transfer to WNRC when 3 years old. Destroy when 7 years old.  2. Chronological Files - Extra copies of corresponsence maintained chronologically for convenience of reference.  DISPOSITION: Destroy when one year old or when no longer needed, whichever	WASHINGTON, DC 20408				DATE RECEIVED S/13/94			
2. MAJOR SUBDIVISION Bûrêau of Management 3. MINOR SUBDIVISION Office of Personnel 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Cathy A. Brown 6. AGENCY CERTIFICATION 1 hereby certify that I am authorized to act for this agency in matters pertaining to the disposition region of the sagency 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  X SIGNATURE OF AGENCY BEPRESENTATIVE K  TITLE Records Officer  TITLE Records Officer  TITLE Records Officer  1. ACTION OFFICE OF PERSONNEL (M/P)  1. Director's Subject Files - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the policies, plans and activities of the Office of Personnel.  DISPOSITION: Cut off annually. Transfer to WNRC when 3 years old. Destroy when 7 years old.  2. Chronological Files - Extra copies of corresponsence maintained chronologically for convenience of reference.  DISPOSITION: Destroy when one year old or when no longer needed, whichever				NOTIFICATION TO AGENCY				
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Cathy A. Brown (202) 619-5501    Cathy A. Brown (202) 619-5501   Cathy A. Brown (202) 619-6501   Cathy A. Brown (202) 619-6501	0ffi	ice of Përsonnel		for items ( not approv	that may be mark ved for "withdraw	ked "disposition n" in column 10.		
Agencies,  I has been required;  Is not required;  I has been requested.  I has been req	4. NAN	ME OF PERSON WITH WHOM TO CONFER	H	*	MAHCHIVIST OF	THE UNITED STATES		
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 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,	Cathy A. Brown (202) 619-5501			10	-2-9f	lundy Hus	kama Peters	
### AND PROPOSED DISPOSITION SUPERSEDED TAKEN (NARA USE ONLY)  OFFICE OF PERSONNEL (M/P)  1. Director's Subject Files - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the policies, plans and activities of the Office of Personnel.  DISPOSITION: Cut off annually. Transfer to WNRC when 3 years old. Destroy when 7 years old.  2. Chronological Files - Extra copies of corresponsence maintained chronologically for convenience of reference.  DISPOSITION: Destroy when one year old or when no longer needed, whichever	I here and to of the GAgen	eby certify that I am authorized to act for that the records proposed for disposal or is agency or will not be needed after the General Accounting Office, under the proces,  is not required;  is a SIGNATURE OF AGENCY REP	n the attached page retention periods spectorovisions of Title 8 of the attached; or TITLE	ge(s) a cified ne GA has	are not n l; and tha AO Manu been ree	ow needed for written cor ual for Guida quested.	on of its records or the business ncurrence from ance of Federal	
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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)
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	Harlan F. Rosacker Director Office of Personnel	4/20/44 Date		
	Lovie Nuisabelg Lorie Nierenberg Office of General Counsel	Mary 5,1994 Date	·.	
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