

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Alice S. Ritchie

5. TELEPHONE
(202) 261-8511

DO NOT WRITE IN THESE SPACES
HAVE BLANK (NARA use only)

JOB NUMBER
NI-59-05-14

DATE RECEIVED
6/10/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6/20/05

ARCHIVIST OF THE UNITED STATES
Alan Weinstein

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 5/27/2005	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached pages.		

NA 6/20/05 copies sent to Agency, NWML, NWMLW, NWC TO

**ASSISTANT SECRETARY FOR PUBLIC AFFAIRS
OFFICE OF EDUCATIONAL EXCHANGE
DIVISION OF LIBRARIES AND INSTITUTES
(P/OEX/ILI)**

**1. Subject Files of the Division Chief (Lawrence S. Morris),
1944-1951. 5 feet.**

Arranged by subject. These records consist of information statements, progress reports, correspondence, policy papers, instructions, memos, and other records relating to the Division of Libraries and Institutes (ILI). The files concern ILI policies, committees, personnel, foreign scholarship programs, book selection policies, and office organization and procedures.

WNRC Acc. No. 306-63A190. Boxes 304-308. Lot 53D445.

PERMANENT. Transfer to the National Archives immediately.

**2. Records Relating to Overseas Library Book Procurement, 1944-
1949. 3 inches.**

Arranged by subject. These records relate to the establishment of overseas libraries during the post-World War II period and to the Division's book and periodical procurement policies concerning these libraries. The records include: one 1949 bound report of educational exchange activities by country; one 1947 copy of the periodical subscription policy; monthly reports from foreign posts; letters; and bibliographies.

WNRC Acc. No. 306-63A190. Box 309 (pt). Lot 54D197

PERMANENT. Transfer to the National Archives immediately.

**UNITED STATES INTERNATIONAL INFORMATION ADMINISTRATION (IIA)
INFORMATION CENTER SERVICE
(IIA/ICS)**

3. Miscellaneous Records, 1949-1952. 6 inches.

Arranged by country. These records contain documentation of the music program as it operated under the International Information Administration of the Department of State. These records included news clippings retained as evidence of the success of the music programs, music broadcast sheets, records relating to

traveling concert tours, and a report of efforts in Saigon in 1952.

WNRC Acc. No. 306-63A190. Box 318 (pt). Lot 54D233.

PERMANENT. Transfer to the National Archives immediately.

**OFFICE OF POLICY AND PLANS
(IIA/IPO)**

4. Miscellaneous Subject (Ralph Block) Files, 1944-1952. 10 inches.

Ralph Block worked in the Office of War Information during World War II, served in the Office of International Information, was deputy director of the Public Affairs Policy Advisory Staff, worked on a special sub-committee of the State-War Navy/State, Army, Navy, Air Force Coordinating Committee (SWNCC/SANACC), and served in IPO.

WNRC Acc. No. 306-63A190. Box 345 (pt). Lot 56D732.

PERMANENT. Transfer to the National Archives immediately.