



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	N1-59-90-18
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 8-17-90	
1. FROM (Agency or establishment) DEPARTMENT OF STATE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Public Affairs		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5. TELEPHONE EXT. 647-6018	DATE 11/05/90	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~15~~ 15 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 8/13/90	C. SIGNATURE OF AGENCY REPRESENTATIVE Willie Gee 	D. TITLE Acting Chief, Records Management Staff
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Division of International Exchange of Persons (IEP)</u></p> <p><u>Program Development Staff</u></p> <p><u>Records Relating to the Inter-American Trade Scholarship Program, 1941-1947.</u></p> <p>Arranged by country and thereunder by year. Correspondence, reports, applications, memorandums, newspaper clippings, and other material. This series deals with the selection of candidates, predominantly from South or Central America, for the Inter-American Trade Scholarship Program.</p> <p>WNRC Acc. No. 59-62A624 boxes 204-207</p> <p>Destroy immediately.</p>		

Copies sent to agency NN-W, NNT, WCF
11-7-90

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2.	<p><u>Selection Committee Files and Records Relating to English Proficiency Examinations, 1942-1950.</u></p> <p>Arranged alphabetically by country or by subject. Memorandums, reports, chits, correspondence, telegrams, despatches, and other material. This series deals with the planning and establishment of selection committees in foreign countries, the development of a world wide cultural program for the post-World War II period, and records relating to post-war student training.</p> <p>Volume: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-62A366 box 4 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Program Reporting Staff</u></p>		
3.	<p><u>Records Relating to Exchange of Persons Programs, 1947-1951.</u></p> <p>Arranged by country and thereunder by subject. Reports, memorandums, country papers, photographs, correspondence, telegrams, newspaper clippings, and other material. These records detail the IEP exchange program in various countries.</p> <p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-62A624 boxes 209-210</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Educational Exchange Service</u> (IES)</p> <p style="text-align: center;"><u>Program Development Staff</u></p>		
4.	<p><u>Subject Files, 1951-1956.</u></p> <p>Arranged by subject. Position papers, minutes, memorandums, reports, chits, correspondence, transcripts, pamphlets, and other material. This series contains records pertaining to various IES committees (such as the Policy, Training,</p>		

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5.	<p>Fulbright, Survey, and Program Strategy Committees), various conferences, the Operations Coordinating Board (OCB), the Foreign Operations Administration (FOA), bi-weekly reports from IES branches, and background material for the IES budget.</p> <p>Volume: 5 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 boxes 156-159 WNRC Acc. No. 59-63A217 box 302</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Chronological File, 1948-1955.</u></p> <p>Arranged chronologically by year and thereunder by type of record. Telegrams, staff memorandums, operations memorandums, "official-informal" correspondence, despatches, and other material.</p> <p>Volume: 4 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 305-308</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Reports and Information Section</u></p>		
6.	<p><u>Miscellaneous Reports, 1942-1950.</u></p> <p>Arranged by subject. These records are various reports dealing with educational exchange activities in Latin America.</p> <p>Volume: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-62A624 box 208 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
7.	<p align="center"><u>Program Planning</u></p> <p><u>Subject Files, 1951-1958.</u></p> <p>Arranged by subject. Operations memorandums, correspondence, reports, surveys, press releases, and other material. These records consist of Fulbright Program proposals submitted by the U.S. Education Commission or Foundation in a specific country for the 1957-58 academic year as well as the review of the proposals by FSB.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 box 6 (partial)</p>		
8.	<p><u>McBee Cards, 1957-1958.</u></p> <p>Arranged alphabetically by name. These cards provide general administrative information on grant recipients such as birth date, sex, home and temporary addresses, program authorization, and type of grant.</p> <p>WNRC Acc. No. 59-62A366 box 4 (partial) WNRC Acc. No. 59-63A217 box 312 (partial) WNRC Acc. No. 59-63A217 box 330 (partial) WNRC Acc. No. 59-64A200 box 6 (partial)</p> <p>Destroy during archival processing.</p>		
9.	<p><u>Subject and Country Program Planning Files, 1956-1959.</u></p> <p>Arranged by subject or by country and thereunder by type of program. Memorandums, chits, despatches, correspondence, reports, "official-informal" correspondence, minutes. These records pertain to program development, implementation, and review of the Fulbright, Smith-Mundt, Educational Exchange, and Assistance to American Sponsored Schools programs for each country.</p> <p>Volume: 4 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 boxes 11-14</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
10.	<p><u>Staff Studies and Reports and OCB Working Papers, 1951-1955.</u></p> <p>Arranged by subject. Reports, operations memorandums, minutes, chits. This series contains studies and reports done by the Program Planning Staff that deal with the Atomic Energy Project, policy regarding the USSR, and intelligence requirements. Also included are the files of the OCB Working Group on Technical and Educational Exchange concerning the Far East Exchange Program.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 box 160</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
11.	<p><u>European Country Files, 1951-56.</u></p> <p>Arranged alphabetically by country and thereunder by subject. Despatches, telegrams, memorandums, correspondence, reports, and other material. These records contain program proposals, analysis reports, as well as supporting documentation.</p> <p>Volume: 5 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 boxes 161-165</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
12.	<p><u>ARA Country Files, 1951-1955.</u></p> <p>Arranged alphabetically by country. Correspondence, reports, despatches, telegrams, briefing papers, memorandums, program proposals, chits. These records provide information on the program development and analysis for countries in South and Central America as well as in the Caribbean.</p> <p>Volume: 6 feet Annual accumulation: 0</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13.	<p>WNRC Acc. No. 59-63A217 box 315 WNRC Acc. No. 59-64A200 boxes 166-170</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Joint Review Conference Files, 1955-1957.</u></p> <p>Arranged alphabetically by country. Memorandums, chits, correspondence, program proposals, and other material. These records consist of reviews of program proposals for program years 1957 and 1958 by IES, the International Cooperation Administration (ICA), the United States Information Agency (USIA), IIE, and the Office of Education.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 box 171</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Program Reporting</u></p>		
14.	<p><u>Records Relating to Operations, 1949-1953.</u></p> <p>Arranged alphabetically by subject. Reports, minutes, memorandums, chits, correspondence, press releases, and other material. Included in this series are files dealing with IEP and IES policy, reports and minutes by the U.S. Advisory Commission on Educational Exchanges, Board of Foreign Scholarships (BFS) reports on the Fulbright Program, and publicity material.</p> <p>Volume: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A389 box 283 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
15.	<p><u>Miscellaneous Reports, 1947-1954.</u></p> <p>Arranged by subject. Annual reports of the operating branches in IEP and IES, the Secretary's report to Congress, IES semi-annual reports from</p>		

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16.	<p>division and staff officers, activity reports, reports on the effectiveness of programs in Germany, and a report on the NATO Information Project.</p> <p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 boxes 154-155</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>University Program Reports, 1952-1953.</u></p> <p>Arranged by name of university. This series consist of reports submitted by various universities commenting on the status of exchange programs involving German students at that respective university.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 303</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
17.	<p><u>Subject File, 1949-1952.</u></p> <p>Arranged by subject. Reports, correspondence, operations memorandums, and other material. This series includes records relating to the development of a pen-pal program for grant recipients, a survey of European beliefs in regard to the U.S., a report on the German Teacher Education Program, IIA weekly progress reports, and records relating to the USIS in Europe.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 304</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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18.	<p><u>Reports on the German Teacher Program, 1951-1953.</u></p> <p>Arranged chronologically. This series consists of two sets of bound volumes. The first set of 3 volumes pertains to the 1951-1952 program and the second set of 3 volumes pertains to the 1952-1953 program.</p> <p>Volume: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 314</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
19.	<p><u>General Files, 1943-1953.</u></p> <p>Arranged by subject. Reports, operations memorandums, correspondence, and other material. This series includes documentation on the Buenos Aires Convention for the Promotion of Inter-American Cultural Relations and the submission of candidates for Fulbright Grants by the BFS.</p> <p>Volume: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 330 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Program Evaluation</u></p>		
20.	<p><u>Census of Influence Files, 1954-1957.</u></p> <p>Arranged chronologically by fiscal year and thereunder alphabetically by foreign post. This series consist of forms DS-1008 and they provide information on each grant recipient for fiscal years 1951-1954.</p> <p>WNRC Acc. No. 59-63A389 boxes 308-314</p> <p>Destroy immediately.</p>		

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21.	<p><u>Subject and Reports File, 1950-1958.</u></p> <p>Arranged by subject. Memorandums, correspondence, chits, reports, telegrams, despatches, and other material. These records pertain to the evaluation of several exchange programs.</p> <p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 box 7 WNRC Acc. No. 59-64A561 box 356</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
22.	<p><u>Contract and Staff Studies, 1950-1958.</u></p> <p>Arranged by subject. These records are studies done by the Evaluation Staff or by a contractor. They deal with such topics as the IES Budget and its effects on IES' mission, case histories of grantees, the Fulbright Program in Australia, and reports of effectiveness of various programs.</p> <p>Volume: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 box 8 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
23.	<p><u>General Administrative Files, 1950-1958.</u></p> <p>Arranged by subject. Memorandums, correspondence, IBM cards, telegrams, despatches, and other material. These records cover routine administrative subjects.</p> <p>WNRC Acc. No. 59-64A200 box 8 (partial)</p> <p>Destroy during archival processing.</p>		
24.	<p><u>General Office Files, 1950-1959.</u></p> <p>Arranged by subject. Minutes, reports, memorandums, chits, "official-informal" correspondence, and other material. This series includes correspondence with cooperating agencies such as the National Science Foundation, the Board</p>		

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25.	<p>of Foreign Scholarships, and the Institute of International Education concerning topics such as orientation programs or assistance to American schools abroad.</p> <p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 boxes 9-10</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Studies of Educational Exchange Grantees, 1953-1958.</u></p> <p>Arranged by subject. Studies on the effectiveness of the educational exchange program in Japan, Australia, and Germany; the Fulbright program in Australia, and the effects of the orientation program for foreign students.</p> <p>Volume: 7 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A200 boxes 172-178</p> <p>(a) Record copy.</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>(b) Extra copies.</p> <p>Destroy during archival processing.</p>		
26.	<p><u>Records Relating to Evidence of Effectiveness of NATO Journalists Projects (Leaders), 1951-1957.</u></p> <p>Reports, cables, despatches, newspaper clippings, photographs.</p> <p>WNRC Acc. No. 59-64A200 boxes 179-181</p> <p>Destroy immediately.</p>		

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27.	<p style="text-align: center;"><u>Area Programs Coordinator</u></p> <p><u>Miscellaneous Area and Subject Files, 1949-1956.</u></p> <p>Arranged alphabetically by country or subject. Reports, "official-informal" correspondence, memorandums, proposals. Included are program proposals for the Far East and Europe which would be conducted in conjunction with various institutions such as the Ford Foundation, 4-H, the UN, the Rockefeller Foundation, FOA, and the Kellogg Foundation.</p> <p style="padding-left: 40px;">Volume: 2 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-65A610 boxes 75-76</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
28.	<p><u>European Country Files on Educational Exchange Programs for Fiscal Year 1957, 1954-1957.</u></p> <p>Arranged alphabetically by country or by subject. Reports, program analysis, correspondence, chits, operations memorandums, prospectus calls, and other material.</p> <p style="padding-left: 40px;">Volume: 1 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-65A610 box 77</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
29.	<p style="text-align: center;"><u>Training Activities Branch</u></p> <p><u>Records Relating to the Philippine Training Program, 1946-1952.</u></p> <p>Arranged by subject. Minutes, press releases, reports, operations memorandums. These records pertain to the Philippine Training Program which provided for the technical training of Philippine citizens by various federal agencies.</p> <p style="padding-left: 40px;">Volume: 1/2 foot Annual accumulation: 0</p>		

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30.	<p>WNRC Acc. No. 59-62A624 box 208 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Professional Activities Division</u></p> <p style="text-align: center;"><u>Foreign Grantees Branch</u></p> <p><u>Ledgers of Fulbright/Smith-Mundt Grant Recipients, 1952-1953.</u></p> <p>Arranged by country and thereunder alphabetically by name of candidate. These ledgers list the names of foreign lecturers and scholars receiving grants under the Fulbright or Smith-Mundt Acts for fiscal year 1953.</p>		
31.	<p>WNRC Acc. No. 59-63A389 box 283 (partial)</p> <p>Destroy during archival processing.</p> <p><u>General Subject File, 1954-1955.</u></p> <p>Arranged by subject. Operations memorandums, correspondence, reports, telegrams, chits, and other material. These records provide information on 1955 fiscal year programs involving grants to foreign lecturers and research scholars.</p> <p style="padding-left: 40px;">Volume: 1 foot Annual accumulation: 0</p>		
32.	<p>WNRC Acc. No. 59-66A363 box 751</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Leaders-Specialist Division</u></p> <p style="text-align: center;"><u>Foreign Leaders Branch</u></p> <p><u>Projects Files, 1949-1955.</u></p> <p>Arranged by subject. Reports, photographs, memorandums, briefings, correspondence, and other material. This series contains data relating to several IES projects such as the NATO Information Program, the Latin American Information Program, the Atomic Medicine Tour, and the USIE Program.</p>		

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33.	<p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A363 boxes 752-753</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Youth Activities Division</u> <u>Foreign Grantees Branch</u></p> <p><u>Country and Subject Files, 1949-1955.</u></p> <p>Arranged by country or by subject. Minutes, status reports, annual reports, program reports, memorandums, and correspondence. These records detail the development, progress, and evaluation of student exchange programs in Germany and Austria.</p> <p>Volume: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 312 (partial) and 313</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
34.	<p><u>Miscellaneous Files Relating to the German Student Program, 1949-1953.</u></p> <p>Arranged by subject. Memorandums, correspondence, reports, chits, and other material. This series includes records regarding the Commission on Occupied Areas and copies of the publication "Occupied Countries News Notes."</p> <p>Volume: 3 inches Annual Accumulation: 0</p> <p>WNRC Acc. No. 59-62A366 box 4 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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35.	<p style="text-align: center;"><u>Special Services Division</u></p> <p style="text-align: center;"><u>Chinese and Korean Assistance Program Branch</u></p> <p><u>Subject Files, 1948-1955.</u></p> <p>Arranged by subject. Correspondence, memorandums, reports, chits, pamphlets, transcripts, and minutes. These records include policy files, reports to Congress, correspondence with Congress and various institutions, country files, FBI investigative reports on communist influence in Chinese student organizations, a report on the development of an anti-communist "Third Force," a history of the Chinese Section, staff papers, and files dealing with the termination of the program.</p> <p style="padding-left: 40px;">Volume: ca. 12 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A561 boxes 357 (partial), 358, 360-362, 367-368, 370 (partial), 371 (partial), 373-374, 378, 379 (partial), and 380.</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
36.	<p><u>Chinese and Korean Grantee Files, 1948-1955.</u></p> <p>Arranged alphabetically by name or by institution. Correspondence, memorandums, applications, chits. This series consist of the case files on each individual applying for or receiving aid under the Program of Emergency Aid or appeals for aid by various institutions on behalf of an individual.</p> <p>WNRC Acc. No. 59-64A561 boxes 359, 363-366, 369, 372, and 375-377 WNRC Acc. No. 59-63A217 boxes 309-311</p> <p>Destroy immediately.</p> <p>WNRC Acc. No. 59-64A561 boxes 357 (partial), 370 (partial), 371 (partial), and 379 (partial).</p> <p>Destroy during archival processing</p>		

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37.	<p style="text-align: center;"><u>Office of United Nations Affairs</u> (UNA)</p> <p><u>Precedents File, 1926-1940.</u></p> <p>Memorandums, reports, briefing papers. This series consist of extra copies of memorandums, reports, and papers that established policy precedents in the Department of State. They deal with policy concerning U.S. intervention in Latin America, recognizing a revolutionary government, and U.S. sovereignty over the Panama Canal.</p> <p style="padding-left: 40px;">Volume: 1/2 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A217 box 330 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		