

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-59-90-29

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

7-18-91

1. FROM (Agency or establishment)
DEPARTMENT OF STATE

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Bureau of Educational and

3. MINOR SUBDIVISION
Cultural Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Betty Bates

5. TELEPHONE EXT.

657-6018

DATE

4/19/91

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 7 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
12-17-90	<i>Willie Lee</i>	<i>Management Analyst Records mgmt. Branch</i>

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 GRS OR SUPERSEDED JOB CITATION	10.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>Office of Near Eastern and South Asian Programs (CU/NEA)</p> <p><u>Reference Files, 1951-1963.</u></p> <p>CIA National Intelligence Surveys, Department of State publications, directories, and other reference material.</p> <p>WNRC Acc. No. 59-66A1149 boxes 173 and 174 (partial)</p> <p>Destroy immediately.</p>		
2.	<p><u>Special Project Files, 1960-1963.</u></p> <p>Arranged by subject or project. Memorandums, correspondence, airgrams, reports, evaluations, and other material relating to the operation and administration of educational and cultural programs.</p> <p>Volume: 1/2 foot</p>		

Copies sent to agency, NN-W, NWT, NCF, AIA, H241918

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3.	<p>WNRC Acc. No. 59-66A1149 box 174 (partial)</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p> <p><u>American Sponsored School Files, 1961-1966.</u></p> <p>Arranged by country, thereunder by name of school. Cablegrams, reports, airgrams, correspondence, newsletters, memorandums, and other material relating to Department of State support for American sponsored schools.</p> <p>Volume: 1 foot</p> <p>WNRC Acc. No. 59-68A1414 box 182</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		
4.	<p><u>Teacher Exchange and Development Files, 1962-1964.</u></p> <p>Arranged alphabetically by name of country. Operations Memorandums, airgrams, itineraries, arrival lists, vouchers, telegrams, applications, reports, requests for security information, biographical data, and other material relating to the administration of the teacher exchange and development programs.</p> <p>WNRC Acc. No. 59-68A5098 box 269</p> <p>Destroy immediately.</p>		
5.	<p><u>U.S. Student Files, 1964-1965.</u></p> <p>Arranged alphabetically by name. Airgrams, memorandums, reports, lists of students, applications, correspondence, requests for approval of candidates, and other material relating to the selection of students for grants.</p> <p>WNRC Acc. No. 59-68A5098 box 270</p> <p>Destroy immediately.</p>		

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6.	<p><u>General Files on Greece, Turkey, Iran, and Cyprus, 1961-1965.</u></p> <p>Arranged by subject or type of document. Memorandums, program proposals, airgrams, annual reports, evaluations, correspondence, minutes of meetings, telegrams, and other material relating to educational and cultural programs in Greece, Turkey, Iran, and Cyprus.</p> <p>Volume: 7 feet</p> <p>WNRC Acc. No. 59-69A3446 boxes 80-86</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		
7.	<p><u>Foreign Student Files, 1964-1966.</u></p> <p>Arranged by country and thereunder by name. Applications, photographs, terms of appointment, and other material relating to the processing of applications for grants and travel arrangements.</p> <p>WNRC Acc. No. 59-69A3446 box 87</p> <p>Destroy immediately.</p> <p style="text-align: center;">Office of East Asian and Pacific Programs (CU/EA)</p>		
8.	<p><u>Labor Exchange Program Files, 1963-1964.</u></p> <p>Arranged by name of labor union team. Memorandums, airgrams, program reports, evaluations, correspondence, itineraries, biographical data, and other material relating to visits of trade unionists to the U.S.</p> <p>Volume: 1 foot</p> <p>WNRC Acc. No. 59-68A5098 box 169</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		

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9.	<p><u>Japan Subject Files, 1964-1966.</u></p> <p>Arranged by subject. Memorandums, airgrams, correspondence, reports, proposals, and other material relating to educational and cultural programs in Japan.</p> <p>Volume: 5 feet</p> <p>WNRC Acc. No. 59-69A6308 boxes 75-79</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		
10.	<p><u>Grantee Files, 1959-1968.</u></p> <p>Arranged by name of country, thereunder by name of student. Applications, telegrams, airgrams, operations memorandums, itineraries, reports, evaluations, and other material relating to grantees.</p> <p>WNRC Acc. No. 59-70A4521 boxes 47-48 and 54-60</p> <p>Destroy immediately.</p>		
11.	<p><u>CU/EA Report Files, 1959-1967.</u></p> <p>Arranged by name of country. Evaluations of grantee students and reports of grantees on their experiences.</p> <p>Volume: 1 foot</p> <p>WNRC Acc. No. 59-70A4521 box 49</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		

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12.	<p style="text-align: center;">Office of U.S. Programs and Services (CU/ECS)</p> <p><u>Canceled visitor Exchange Program Files, 1949-1962.</u></p> <p>Arranged by program number. Memorandums, correspondence, notices of cancellation, biographical data, publications, and other material relating to private institutions.</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-64A561 boxes 25-30</p> <p>Destroy immediately.</p>		
13.	<p><u>Subject Files, 1952-1967.</u></p> <p>Arranged by subject. Correspondence, airgrams, reports, minutes, contracts, studies, budgets, evaluations of programs and grantees, brochures, press releases, program proposals, and other material relating to the policies, programs, and activities of CU/ECS and its predecessors.</p> <p style="padding-left: 40px;">Volume: 12 feet</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-64A561 box 81 WNRC Acc. No. 59-66A1149 boxes 105-114 WNRC Acc. No. 59-68A5098 boxes 170-171 WNRC Acc. No. 59-68A5098 box 201</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		
14.	<p><u>Grantee Files, 1962-1965.</u></p> <p>Arranged by subject. Travel documents, itineraries, and other administrative records relating to grantees.</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-68A5098 boxes 209-210</p> <p>Destroy immediately.</p>		

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15.	<p><u>Administrative Files, 1962-1965.</u></p> <p>Arranged by subject. Invoices, lists, airgrams, reports, operations memorandums, and other routine documentation.</p> <p>WNRC Acc. No. 59-68A5098 boxes 213-214</p> <p>Destroy immediately.</p>		
16.	<p><u>Subject Files of the Professional Activities Division, 1949-1963.</u></p> <p>Arranged by subject. Correspondence, reports, contracts, program evaluations, airgrams, memorandums, and other program-related material.</p> <p>Volume: 5 feet</p> <p>WNRC Acc. No. 59-67A1305 boxes 48-52</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		
17.	<p><u>Foreign Professor Program Files, 1960-1965.</u></p> <p>Arranged by subject. Evaluation reports, correspondence, lists, proposals, applications, memorandums, and other material relating to the Foreign Professor Program.</p> <p>Volume: 2 feet</p> <p>WNRC Acc. No. 59-71A2100 boxes 229-230</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p>		
18.	<p><u>Teacher Development Program Files, 1960-1962.</u></p> <p>Arranged by year and thereunder by subject. Airgrams, reports, program proposals, correspondence, operations memorandums, minutes, budgets, press releases, applications, and other material relating to the Teacher Development Program.</p>		

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19.	<p>Volume: 6 feet</p> <p>WNRC Acc. No. 59-67A1305 boxes 53-58</p> <p>PERMANENT. Transfer to the National Archives when 30 years old or with related block of central files, whichever is sooner.</p> <p style="text-align: center;">Office of International Arts Affairs (CU/ARTS)</p> <p><u>International music Competition Files, 1961-1970.</u></p> <p>Arranged chronologically, thereunder by name of competition. Airgrams, memorandums, biographical data, lists, correspondence, telegrams, clippings, applications, and reports relating to CU sponsorship of U.S. performers in international music competitions.</p> <p>WNRC Acc. No. 59-77-55 box 1</p> <p>Destroy immediately.</p>		