

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-59-91-11**

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

DATE RECEIVED **11-5-90**

1. FROM (Agency or establishment)

Department of State

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Intelligence and Research

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Office of Active Measures Analysis & Responses

4. NAME OF PERSON WITH WHOM TO CONFER

Pat Magin

5. TELEPHONE EXT.

647-6021

DATE

3/11/91

ARCHIVIST OF THE UNITED STATES

[Signature]

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 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, 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

11/06/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

D. TITLE

**Willie Gee, Acting Chief
Records Management Staff**

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>Program Files</u></p> <p>Arranged by subject, country, or region. Correspondence, memorandums, reports, telegrams, newspaper articles, and other information on Soviet propaganda tactics against the United States.</p> <p>Annual accumulation: 2-3 feet</p> <p>PERMANENT. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.</p>		
2.	<p><u>Active Measures Working Group</u></p> <p>a. Active Measures Report - Summary report of current propaganda activities by the Soviets against the U.S. The report is submitted to the members of the Active Measures Working Group prior to bi-weekly meetings.</p> <p>Annual accumulation: 1 foot</p>		

Copies sent to Agency, NN-W, NNT, NCF 3/11/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

OF
10. ACTION
TAKEN
(NARS USE
ONLY)

PERMANENT. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

b. Minutes of Meetings of the Active Measures Working Group.

Annual accumulation: less than 1 foot

PERMANENT. Transfer to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

3. Soviet Influence Activities

A yearly publication highlighting Soviet active measures and propaganda against the United States.

Annual accumulation: negligible

PERMANENT. Transfer master set to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

[Note: Extra copies will be destroyed when no longer needed.]

4. Conference Publication

Publication that is created as a result of conferences organized by the Office of Active Measures and Responses. The publication identifies topics discussed during the conference.

Annual accumulation: negligible

PERMANENT. Transfer master set to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

[Note: Extra copies will be destroyed when no longer needed.]

{All changes to original submission made per telephone conversation of February 28, 1991 between David Langbart (NIRM) and Betty Bates (Acting Chief, OIS.RA/RD.)}