

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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



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



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 GRS OR SUPERSEDED JOB CITATION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. Program Files

Arranged by subject, country, or region. Correspondence, memorandums, reports, telegrams, newspaper articles, and other information on Soviet propaganda tactics against the United States.

Annual accumulation: 2-3 feet

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

2. Active Measures Working Group

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.

Annual accumulation: 1 foot

*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.)}