

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-59-98-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3/2/98</i>	
1. FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Shelia A. Prince</i>	5. TELEPHONE <i>(202) 619-5479</i>	DATE <i>8-6-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Park</i>
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 <u>5</u> 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,			
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>2/19/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>CK Chubb</i>	TITLE <i>Records Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	This schedule covers records of the Department of State transferred to the custody of the United States Information Agency upon creation of USIA in 1953. International Information Administration (IIA) Office of Policy and Plans (IPO) Field Programs (IFI) Please see attached sheets.		

APR 13 1998 *MMY**Copy to: Agency, NWCT, NWMD, NWMD*

UNITED STATES INTERNATIONAL INFORMATION ADMINISTRATION
{IIA}

Office of Policy and Plans
{IPO}

1. **Subject Files, 1949-1953.** Arranged by subject. The files consist of memorandums, chits, notes, minutes of meetings, documents, reports, studies, agendas, drafts, telegrams, and other material relating to various policies and plans.

Volume: 4 feet

WNRC Acc. No. 306-63A190 box 546
WNRC Acc. No. 306-63A190 boxes 550-552

PERMANENT. Transfer to the National Archives immediately.

2. **Top Secret Subject Files, 1947-1952.** Arranged by subject. The files consist of correspondence, memorandums, notes, chits, drafts, reports, minutes of meetings, documents, agendas, memorandums of conversation, telegrams, and other material relating to the international information program.

Volume: 3 feet

WNRC Acc. No. 306-68A5160 boxes 6-8

PERMANENT. Transfer to the National Archives immediately.

3. **Weekly Foreign Information Policy Guidances, April 1950 - July 1952.** Arranged numerically from #1 through #119. The records consist of the policy guidances sent to overseas posts to assist posts in responding to queries about and attacks on U.S. foreign policy.

Volume: 1 foot

WNRC Acc. No. 306-63A190 box 544

PERMANENT. Transfer to the National Archives immediately.

4. **Records relating to Soviet Orbit matters, 1949-1953.** Arranged by subject or country. The files consist of memorandums, correspondence, notes, chits, reports, drafts,

telegrams, position papers, despatches, Operations Memorandums, guidances, policy information statements, scripts, and other material relating to the Soviet orbit.

Volume: 3 feet

WNRC Acc. No. 306-63A190 boxes 555-557

PERMANENT. Transfer to the National Archives immediately.

5. Miscellaneous Subject (Ralph Block) Files, 1943-1953. Arranged roughly chronologically or by subject. The files consist of memorandums, reports, notes, chits, minutes of meetings, drafts, correspondence, documents, drafts of legislation, press releases, telegrams, "official-informal" correspondence, guidances and other material relating to the work of Ralph Block.

Volume: 2+ feet

WNRC Acc. No. 306-63A368 box 1 (part)
[2-3 inches: Lot 54D137])
WNRC Acc. No. 306-66A347 boxes 1-2

PERMANENT. Transfer to the National Archives immediately.

Field Programs
{IFI}

Deputy Administrator for Field Programs
{IFI/D}

6. Subject Files, 1948-1953. Arranged by subject. The files consist of memorandums, reports, agendas, minutes of meetings, correspondence, notes, chits, drafts, trip reports, "official-informal" correspondence, and other material relating to IIA's field programs.

Volume: 2 feet

WNRC Acc. No. 306-63A190 boxes 540-541

PERMANENT. Transfer to the National Archives immediately.

**Office of Inter-American Programs
(IFI/A)**

7. **Country Files, 1952-1953.** Arranged by country and subject. The files consist of guidances, reports, minutes, "official-informal" correspondence, Operations Memorandums, despatches, memorandums, memorandums of conversation, notes, chits, scripts, clippings, and other material relating to the inter-American IFI program.

Volume: 1 foot

WNRC Acc. No. 306-63A190 boxes 558

PERMANENT. Transfer to the National Archives immediately.

**Office of European Programs
(IFI/E)**

8. **Country Files, 1946-1953.** Arranged by country and thereunder by subject. The files consist of memorandums, reports, notes, chits, budget information, "official-informal" correspondence, correspondence, drafts, and other material relating to the international information program in Sweden, Switzerland, Luxembourg, Belgium, and Germany.

Volume: 1 foot

WNRC Acc. No. 306-63A190 box 545

PERMANENT. Transfer to the National Archives immediately.

**Office of Near Eastern, South Asian and
African Programs
(IFI/N)**

9. **Subject Country Files, 1948-1952.** Arranged by country and thereunder by subject or by subject. The files consist of background and briefing materials, opinion research reports, reports, memorandums, notes, chits, Operations Memorandums, "official-informal" correspondence, and other documentation on the field program in the Near East.

Volume: 3 feet

WNRC Acc. No. 306-63A190 boxes 547-549

PERMANENT. Transfer to the National Archives immediately.

10. **Country Files, 1949-1953.** Arranged by country and subject. The files consist of documents, guidances, reports, minutes, telegrams, "official-informal" correspondence, Operations Memorandums, despatches, and other material relating to the field program.

Volume: 4 feet

WNRC Acc. No. 306-63A190 boxes 553-554

WNRC Acc. No. 306-63A190 boxes 563-564

PERMANENT. Transfer to the National Archives immediately.

CONCURRENCES:

Eileen Keane Binns

Eileen Keane Binns, M/A
Director, Office of Administration

Jan 26, 1998
DATE

Lorie Nierenberg

Lorie Nierenberg, GC
Office of the General Counsel

2/19/98
DATE