

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-01-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/6/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 2, 16, and 19a remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

This schedule is partially obsolete. Items 1, 4, 5, 8b, 9, 17, 19b, 20, and 22 are presumed disposed. Items 3, 6-8, 10-15, 18, 23-28 are one-time disposition authorities for records that have been accessioned.

1. Miscellaneous Reports

DISPOSITION: Immediate disposal

2. Overseas Post and Program Videos

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. - 3 cu. ft.

3. Fulbright Program Study – A study conducted in the mid-1990's to review international programs and training. Consists of publications, briefing books and other related correspondence.

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 2 cu. ft.

4. USIA Chronology (Library Files) – Files relating to library and miscellaneous documents.

DISPOSITION: Immediate disposal

5. Au Pair Program – Consists of General Counsel's files covering the mid 1990's controversy over the Au Pair Program and proposed changes to the regulations governing them

DISPOSITION: Immediate disposal

6. USIA Expositions (World Fairs) – Consists of brochures, reports, publications and guides on 1970's and 1980's expositions.

DISPOSITION. **Permanent.** Transfer immediately to the National Archives.

Vol. – 2 cu. ft.

7. VOA Anniversary Interviews – 50th anniversary interviews (transcripts)

DISPOSITION: **Permanent.** Transfer immediately to the National Archives.

Vol – 1 cu. ft

8. USIA Photograph Collection (50th Anniversary) – Consists of photo albums, scrapbooks, audio tapes for slide shows as well as slide presentations.

a Boxes 1-10 and Package 13

DISPOSITION: **Permanent.** Transfer immediately to the National Archives.

b Box 11 and package 12

DISPOSITION: Immediate disposal

9. Miscellaneous Legal Files – Consists of books, magazines, articles, copyright practices, grants and other related correspondence.

DISPOSITION: Immediate disposal

10. Miscellaneous Files – Consists of propaganda material from the Director's files

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 15 cu ft

11. Poster

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

12 USIA Publications – Consists of annual reports, such as the educational exchange program (1948-present), President's special international programs (1956-1965), U.S Advisory Commission on Public Diplomacy and its predecessor, U S Advisory Commission on International Educational and Cultural Affairs (1978-1998), Fulbright Scholarship Program, Voice of America, Board of International Broadcasting and other related correspondence.

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 235 cu. ft

13. USIA Commemorative Books and Background Papers

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 23 cu. ft

14. Murray Lawson History Card File – Consists of 3x5 cards and documents on the U S information and cultural exchange program (dates back to 1918).

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 2 cu ft. 48 card drawers

15 Subject Files (arranged alphabetically) – Consists of information relating to broad subject matters including educational exchanges, the arts, cultural information, U.S Advisory Commission on Public Diplomacy, broadcasting, etc. Includes memoranda, reports, news clippings, publications, studies, and other related correspondence.

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol – 85 cu. ft.

16. Bureau of Programs, Coordinator of Programs to Counter Soviet and Russian Active Measures, Subject and Country Files, 1986-1994 Consists of materials prepared and compiled by the Office of Policy Guidance for Soviet Disinformation. Includes correspondence on AIDS disinformation, soviet forgeries and disinformation on alleged USG biological weapons, alleged USG assassinations, and various alleged misdeeds by CIA and other elements of USG, minutes of meetings of the Active Measures Working Group and other related correspondence.

DISPOSITION **Permanent.** Transfer immediately to WNRC. Transfer to the National Archives when 20 years old

Vol – 26 cu. ft.

17. Research Files – Consists of information relating to broad subject matters including radio, television and film Includes studies, reports, surveys, questionnaires and other related correspondence.

DISPOSITION: Immediate disposal.

18. Propaganda Files (arranged by country) – Consists of newspaper articles, posters, books and pamphlets.

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 8 cu. ft

19 Biographic Files

a. USIA Director's and Other Officials

DISPOSITION **Permanent.** Transfer immediately to the National Archives

Vol. – 14 cu. ft.

b. General (includes prominent individuals)

DISPOSITION: Immediate disposal

Vol. – 10 cu. ft

20. Library Administration Files

DISPOSITION: Immediate disposal

21. Not Used

22. Negatives – Aperture cards of news articles (1960's and 1970's)

DISPOSITION: Immediate disposal

23. Reports and Studies – material relates to USIA and its programs.

DISPOSITION: **Permanent.** Transfer immediately to the National Archives

Vol. – 60 cu. ft.

24. Exhibits, 1984-1992 – Includes exposition corporation meetings, press releases, promotional material, special projects, exposition authority guidelines and other related correspondence.

DISPOSITION **Permanent.** Transfer immediately to WNRC. Transfer to the National Archives when 20 years old.

Vol. – 20 cu. ft

25. Agency History – Consists of reports on agency activities and operations

DISPOSITION **Permanent.** Transfer immediately to the National Archives

Vol – 10 cu ft.

26. Publication (general) – Includes newspaper articles and magazines on broad subject matters such as military operations, polls, prizes and scholarships, pollution as well as proposed amendments to the constitution.

DISPOSITION: Immediate disposal

27 Office of the General Counsel, General Legal Files, 1945-1992 – General Counsel's files relating to broadcasting

DISPOSITION **Permanent.** Transfer immediately to WNRC. Transfer to the National Archives when 20 years old

Vol. – 10 cu. ft.

28. Office of the General Counsel, Litigation Files (ABC v. Wick), 1982-1987 – Includes speeches and presentation (9 binders) as well as General Counsel files consisting of transcripts of proceedings and tapes in the case of American Broadcasting Companies vs. USIA.

DISPOSITION: Permanent. Transfer immediately to WNRC Transfer to the National Archives when 20 years old

Vol. – 10 cu. ft.