

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-86-5

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

DATE RECEIVED
2-18-86

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Voice of America

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

John E. Davenport

485-7505

1-30-86

Frank A. Bink

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 3 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

3/14/86

John E. Davenport

Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION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)

Records of the VOA Tape Library

The Voice of America (VOA) Tape Library was created in 1964. It serves as a repository for VOA tape material that may be used by VOA producers in the production of documentaries, special features, biographies and regular programs. It is also an in-house source of VOA programming primarily in the English language.

1. Audio recordings of radio programs, speeches and special events that are produced or acquired by VOA. The recordings are 10" and 7" acetate and mylar reels.

Disposition:

Permanent. Screen tapes periodically (at least semi-annually) to identify and remove that material which is insignificant or can be obtained elsewhere (e.g. network news broadcasts). Offer remainder to National Archives in 5-year blocks when 20 years old (e.g. offer 1970-74 block in 1995).

Volume on hand: 72,000 reels
Annual accumulation: 8,000 reels

Du 2/2/87 USIA, NNE, NNS

2. Daily Sheets of "Recordings Received in Program Documentation Unit". A numerical listing of tape library numbers assigned with program titles.

Disposition:

- a. Records from November 1962 through June 1984. Permanent. Offer to National Archives with corresponding tapes.
- b. Records created after June 1984. Destroy when no longer needed for Agency use. (Automated index in item 6 becomes the record copy).

Volume on hand: unavailable
Annual accumulation: unavailable

3. Recording log books. Index of speakers arranged alphabetically by name of speaker and chronologically thereunder.

Disposition:

- a. Master Set - Permanent. Offer to National Archives with corresponding tapes.
- b. All other copies. Destroy when corresponding tapes are offered to the National Archives or when no longer needed, whichever is sooner.

Volume on hand: unavailable
Annual accumulation: unavailable

4. Personality Log Books. A selective index of recordings of VIP's, Presidents, world leaders and Federal Government officials. Arranged alphabetically by name of speaker.

Disposition:

Destroy when corresponding tapes are offered to the National Archives.

Volume on hand: unavailable
Annual accumulation: unavailable

5. Log Cards. Index of recurring and special off-line record programs. Arranged alphabetically by recurring programs not indexed in the log books.

Disposition:

Permanent. Offer to National Archives with corresponding tapes.

6. Automated Index. Data base managed indexes of tape recordings maintained on disk from July 1984 to present. Includes reel number, name of speaker and description.

Disposition:

Permanent. Transfer pertinent portions of index, in ASCII format, to magnetic tape. Offer magnetic tape with all necessary documentation to National Archives with corresponding tapes.

Volume on hand: unavailable
Annual accumulation: unavailable