

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-306-87-2	DATE RECEIVED 4-21-87
1. FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Geographic Area Offices		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 See Below			
4. NAME OF PERSON WITH WHOM TO CONFER Retta H. Graham-Hall	5. TELEPHONE EXT. 485-7501		
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 6 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 4/7/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Retta H. Graham-Hall</i> Retta H. Graham-Hall	D. TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>GEOGRAPHIC AREA OFFICES: to include OFFICE OF AFRICAN AFFAIRS (AF) OFFICE OF AMERICAN REPUBLICS AFFAIRS (AR) OFFICE OF EAST ASIAN AND PACIFIC AFFAIRS (EA) OFFICE OF EUROPEAN AFFAIRS (EU) OFFICE OF NORTH AFRICAN, NEAR EASTERN, AND SOUTH ASIAN AFFAIRS (NEA)</p> <p>The primary emphasis in the Agency's effort is placed on its operations overseas. The geographic area offices, represented by the Directors of the areas, have responsibility for, and commensurate authority over, field operations within their respective areas. This responsibility covers policy application, program judgments, selection of audiences and products, the use of resources and the administration of country programs. The Area Directors represent the Director on all matters affecting their posts; they represent their PAO's (Public Affairs Officers) in Washington on matters of substance. By formal clearance procedures they are kept informed by other Agency elements of all non-routine operational activities affecting posts under their supervision.</p>		6

*copies to agency,
NCF, NNF
MT 10-9-87*

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Office Administration Files - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services, and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.</p> <p>DISPOSITION: Destroy when 2 years old or when no longer needed, whichever is sooner.</p>	GRS 23 Item 1	
2.	<p>Personnel Files - Duplicate documentation and personnel files maintained outside Personnel Offices.</p> <p>DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.</p>	GRS 1 Item 18a	
3.	<p>Working Papers and Background Material - Project background records, such as studies, analyses, notes drafts, and interim reports.</p> <p>DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	GRS 16 Item 10	
4.	<p>Extra Copies and Routine Correspondence and Memorandums.</p> <p>DISPOSITION: Destroy when no longer needed for reference.</p>	MOA III 555.9c2	

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5.	<p>Country Plans - Copy of approved Country Plans, Country Data Papers, program memorandums assessment reports and institutional analysis for each nation where USIA operates. Country Plans provide executive direction to Agency activities by establishing program objectives tailored to specific countries in accordance with US foreign policy. The other documents provide information on media, political, social or economic conditions and/or analyze program effectiveness.</p> <p>a. Records relating to the preparation of Country Plans: Messages, planning guides, memorandums, theme indicator messages, planning papers, and other material relating to the preparation of Country Plans.</p> <p>DISPOSITION: PERMANENT. Cut off at end of calendar year. Retire to WNRC ^{WRC} three years old. Transfer to National Archives when 30 years old in five year blocks.</p> <p>b. Extra copies of Country Plans maintained as a set for reference purposes.</p> <p>DISPOSITION: Destroy when three years old.</p> <p>VOLUME ON HAND: 5 Cubic Feet ANNUAL ACCUMULATION: .50 Cubic Feet</p>		
6.	<p>Country Files - Geographic Areas: Records pertaining to the operation of the educational and cultural programs of a particular geographic area or country, including records relating to "Politically Sensitive Countries," and the opening and closing of posts. Records include annual reports, incoming and outgoing telegrams and airgrams, correspondence, evaluations, agreements, program proposals, budget analyses, security books, and other information and documentation about USIA and United States programs and policies.</p>		

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	<p>DISPOSITION: PERMANENT. Retire all files. Cut off at end of the calendar year. Retire to WNRC when three years old. Transfer to the National Archives when 30 years old in five year blocks.</p> <p>ANNUAL ACCUMULATION: 25 Cubic Feet VOLUME ON HAND: 125 Cubic Feet</p>		
7.	<p>Chronological Files - Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.</p> <p>DISPOSITION: Destroy when purpose has been served (usually 1 year).</p>		
8.	<p>Policy Files - Copies of State Department/White House correspondence concerning international policy matters. Incorporate into General Subject/"Country Files".</p> <p>DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Retire to WNRC when three years old. Transfer to National Archives when 30 years old in five year blocks.</p> <p>ANNUAL ACCUMULATION: 2 Cubic Feet VOLUME ON HAND: 10 Cubic Feet</p>		
9.	<p>Briefing Books - Copy of briefing books prepared by Area Offices for the USIA Director's travel.</p> <p>DISPOSITION: Transfer to FRC when 3 years old. Destroy when 10 years old.</p>		

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10.	<p>Area Director and Deputy Director Files: Files containing information relating to the activities, functions, duties, and responsibilities of high-level bureau officials. Includes reports, correspondence, memorandums, telegrams, and other material.</p> <p>DISPOSITION: PERMANENT. Retire all files. Cut off at the end of the calendar year. Retire to WNRC when three years old. Transfer to the National Archives when 30 years old in five year blocks.</p> <p>ANNUAL ACCUMULATION: 1.25 Cubic Feet VOLUME ON HAND: 6 Cubic Feet</p>		
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