

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-87-5

DATE RECEIVED

9/13/88

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

1. FROM (Agency or establishment)
UNITED STATES INFORMATION AGENCY

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
OFFICE OF PUBLIC LIAISON

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Retta H. Graham-Hall

485-7501

12/6/88



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 4 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 9-6-88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Lee Hubbard</i>	D. TITLE Chief, Property and Records Management Staff
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>Office Administrative Subject File. Memorandums, correspondence, purchase orders, and other material relating to the operation and administration of the office.</p> <p>Destroy when 2 years old.</p>	GRS 23, Item 1	
2.	<p>Program Subject File. Memorandums, reports, correspondence, incoming and outgoing telegrams, press releases, transcripts of interviews, minutes of meetings, speeches, and other material relating to the programs, policies, and activities of the Office of Public Liaison.</p> <p>Volume on hand: 16 feet</p> <p>Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 25 years old in 5 year blocks.</p>		

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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)
3.	<p><u>Photograph File.</u> Photographs and associated correspondence for photographs accumulated by the Office of Public Liaison.</p> <p>Transfer all "issue" and "reject" prints and negatives to the Photograph Library. Destroy extra copies of prints when 1 year old.</p>		
4.	<p><u>Speeches.</u></p> <p>a. Text versions of speeches of the Director of USIA.</p> <p>Volume on hand: 10 feet</p> <p>Annual accumulation: less than 1 foot</p> <p>PERMANENT. Cut off at the end of calendar year. Transfer to WNRC when 3 years old. Transfer to National Archives when 25 years old.</p> <p>b. Recordings of speeches of the Director of USIA.</p> <p>Volume on hand: 5</p> <p>Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at end of calendar year. Transfer to National Archives when 5 years old.</p>		
5.	<p><u>Press Service Teletype File.</u> Copies of teletype prints of news items.</p> <p>Destroy when 3 months old.</p>		
6.	<p><u>Publication Development Working Papers.</u> Memorandums, facts sheets, news clippings, and other material relating to the preparation of <u>USIA World</u> and other similar publications.</p> <p>Destroy when 3 years old.</p>	GRS 16, Item 2(b)	

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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)
7.	<p><u>"USIA World"</u>. Record set of <u>USIA World</u> and its predecessor publications. USIA World is published by the USIA for its employees in the United States and abroad.</p> <p>Volume on hand: 20 feet</p> <p>Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to the National Archives when 5 years old.</p>		
8.	<p><u>Requests for pamphlets and booklets.</u> Public requests for Office of Public Liaison produced materials.</p> <p>Destroy when 2 years old.</p>	GRS 13, Item 2	
9.	<p><u>Budget Projects and Congressional Estimates Files.</u></p> <p>Destroy 1 year after the close of the fiscal year covered by the budget.</p>	GRS 5, Item 4	
10.	<p><u>Budget Exercises File.</u></p> <p>Destroy when 2 years old.</p>	GRS 5, Item 4	
11.	<p><u>Press Conference Project Files.</u> Memorandums, agendas, press reports and other material on press conferences.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>		
12.	<p><u>Time and Attendance Reports.</u></p> <p>Destroy 6 months after the end of the pay period.</p>	GRS 2, Item 3(a)(2)	

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13.	<p><u>Weekly Reports to Director.</u> Reference copies of PL's weekly reports to the Director of USIA. Destroy when 3 years old.</p>		
14.	<p><u>Awards to Outside Agencies.</u> Destroy when no longer needed.</p> <p>Clearance:</p> <p><i>Joseph D. O'Connell</i> _____ Joseph D. O'Connell Office of Public Liaison (PL)</p> <p><i>Lorie Nierenberg</i> _____ Lorie Nierenberg Office of the General Counsel (GC)</p>		