

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-306-87-6
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	11/19/87
1 FROM <i>(Agency or establishment)</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION UNITED STATES 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION U.S. ADVISORY COMMISSION ON PUBLIC DIPLOMACY			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Retta H. Graham-Hall	485-7501	11-30-87	<i>Frank S. Burke</i>
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 2 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
11/18/87	<i>Johnny Hodge</i> Johnny Hodge	Agency Records Officer

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p><u>SUBJECT FILES.</u> Correspondence, memorandums, memorandums of conversation, reports, telegrams, press clippings, and other material maintained by the U.S. Advisory Commission on Public Diplomacy. Files relate to the policies, plans, programs, and activities of the Advisory Commission and USIA.</p> <p>Volume on hand: 16 feet Annual accumulation: 2 feet</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 25 years old.</p>		
2.	<p><u>MEETING FILES.</u> Correspondence, minutes of meetings, memorandums, memorandums of conversation, agendas, notes, Federal Register notices, and other material relating to meetings of the Commission.</p> <p>Volume on hand: 6 feet Annual accumulation: 1 foot</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
		N1-306-87-6	2 OF 2
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>
3.	<p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 25 years old.</p> <p><u>REPORT FILES.</u> Correspondence, minutes of meetings, memorandums of conversation, and other material relating to the preparation of the Commission's annual report and the responses to it.</p> <p>Volume on hand: 4 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 25 years old.</p>		
4.	<p><u>ADMINISTRATIVE FILES.</u> Records relating to the internal administration and housekeeping activities of the Commission (staffing, training, supplies, space, etc.).</p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <p>CONCURRENCES:</p> <p><u>Bruce Gregory</u> DATE: <u>11/13/87</u> United States Advisory Commission on Public Diplomacy (AC) Bruce Gregory</p> <p><u>Lorie J. Nierenberg</u> DATE: <u>Nov. 18, 1987</u> Office of the General Counsel (GC) Lorie J. Nierenberg</p>	GRS 23, Item 1	