
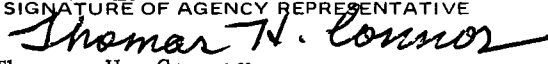


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-306-87-7
1. FROM <i>(Agency or establishment)</i> UNITED STATES INFORMATION AGENCY		DATE RECEIVED	4/25/88
2. MAJOR SUBDIVISION OFFICE OF THE GENERAL COUNSEL		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Retta H. Graham-Hall	485-7501	5/1/88	

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 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  Thomas H. Connor	D. TITLE Acting, 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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>GENERAL LEGAL FILES. Arranged by subject. Correspondence, reports, memorandums, memorandums of conversation, weekly reports to the Director, and other material relating to international cultural agreements, agreements pertaining to Voice of America (VOA) radio relay radio stations, records relating to educational and cultural affairs, VOA programs, TV and Film, clearances, waiver reviews, and other legal matters.</p> <p style="padding-left: 40px;">Volume on hand: 14 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 20 years old.</p>		
2.	<p>OFFICE ADMINISTRATION FILES. Correspondence, workload reports, travel reports, personnel actions, and other material relating to the running of the office.</p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p>	GRS 23 Item 1	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 3
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>GENERAL COUNSEL CASE FILES.</u> Records relating to litigation, contracts, tort claims, appeals, foreign cases, civil cases, conflicts of interest, immunity from prosecution, cultural agreements, and other cases.</p> <p>Volume on hand: 173 feet Annual accumulation: 16 feet</p> <p>a. Precedent and policy setting cases as selected by the Office of the General Counsel.</p> <p>PERMANENT. Transfer to WNRC when 10 years old. Transfer to National Archives in 5 year blocks when 20 years old.</p> <p>b. All other cases.</p> <p>Destroy when 10 years old.</p>		
4.	<p><u>EXECUTIVE FINANCIAL DISCLOSURE STATEMENTS.</u> Agency copies of OP 106-7 and SF-278.</p> <p>Destroy when 6 years old, except that documents needed for ongoing investigations will be retained until no longer needed in the investigation.</p>		GRS 1 Item 25 (a)(2)
5.	<p><u>RIGHTS CLEARANCE FILES (Non-U.S.I.A. material).</u> Correspondence, memorandums, reports, telegrams, and other material relating to U.S.I.A. use and authorization for use of copyrighted material.</p> <p>Volume: 35 feet Annual accumulation: 4 feet</p> <p>PERMANENT. Cut off at end of calendar year. Transfer to WNRC when 10 years old. Transfer to National Archives when 20 years old in 5 year blocks.</p>		
6.	<p><u>RIGHTS CLEARANCE FILES (U.S.I.A. material).</u> Copyright clearances for U.S.I.A. films.</p> <p>Apply disposition of the related film or tape.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

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7.	<p><u>PROGRAM DESIGNATION FILES.</u> Correspondence, data sheets, telegrams, copies of diplomatic notes, memorandums, recommendations, and certificates of eligibility for individuals who come to the United States as exchange visitors.</p> <p>Current files to remain available in office through life of program covered or until relevant data is stored electronically, whichever is sooner. Cancelled program files to be destroyed when 3 years old.</p>		
8.	<p><u>WAIVER FILES.</u> Correspondence, memorandums, applications for waivers, and other material relating to applications for waivers, accepted waivers, and rejected waivers.</p> <p>Files to remain in office for 5 years or until relevant data may be stored electronically, whichever is sooner. Transfer paper files to WNRC when 5 years old. Destroy when 10 years old.</p> <p>Clearance:</p> <p><u>Lorie J. Nierenberg</u> <u>4/21/88</u> Lorie J. Nierenberg Date Office of the General Counsel, (GC)</p> <p><u>R. Wallace Stuart</u> <u>4/21/88</u> R. Wallace Stuart Date Acting, General Counsel Office of the General Counsel, (GC)</p>		