



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	NI-306-87-8
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	7-12-88
1 FROM <i>(Agency or establishment)</i> UNITED STATES INFORMATION AGENCY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF RESEARCH		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	7/21/88	
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 5 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
6/14/88		Thomas Connor, Acting Records Officer

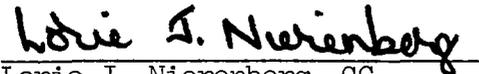
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>PROGRAM FILES OF THE DIRECTOR. Correspondence, program documents, memorandums, schedules, etc., documenting the history, function, organization, policy, planning, supervision, evidence of effectiveness, and program evaluation.</p> <p>a. File Category INF (Information).</p> <p>Volume on hand: 5 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives in 5 year blocks when 25 years old.</p> <p>b. All other file categories.</p> <p>Cut off at the end of the calendar year. Destroy when three years old.</p>		<p>NI-306-80-1 Item 1</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)
2.	GENERAL ADMINISTRATIVE FILES. General housekeeping records documenting routine day-to-day operation of the Office of Research including correspondence, requisitions for supplies and services, travel, staffing, etc. Destroy when 1 year old or no longer necessary.	NCI-306-80-1 Item 2	
3.	BUDGET FILE. Working papers, cost statements, rough data, and other material accumulated in preparing budget estimates as well as copies of submissions to higher echelons of the Agency. Destroy 1 year after close of the fiscal year covered by the budget.	NCI-306-80-1 Item 3	
4.	PERSONNEL FILES. Unofficial personnel files maintained for administrative convenience. May contain duplicates of material filed in Official Personnel Folders. Destroy 1 year after separation or transfer of employee.	NCI-306-80-1 Item 4	
5.	FEASIBILITY FILES. Documenting investigation of the feasibility or desirability of unsolicited proposals for research projects. a. Proposals resulting in an authorized project. File in and dispose of with related ADP project file. b. Rejected proposals. Destroy 3 years after the close of the year in which rejected.	NCI-306-80-1 Item 8	
6.	REFERENCE FILES. File copies of reports and other technical or scientific material received from other government agencies, commercial sources, or other sources, as well as copies of USIA-produced material used as reference sources in performing the research function of the Agency. Destroy when obsolete, superseded or of no further reference value.	NCI-306-80-1 Item 9	

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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>RESEARCH REPORTS FILE.</u> Reports, other issuances, and special analyses generated by the Office of Research.</p> <p>Volume on hand: 273 feet Annual accumulation: 5 feet</p> <p>PERMANENT. Break file annually. Transfer one copy of each completed report or the last draft of uncompleted project to the National Archives when 4 years old.</p>		
8.	<p><u>WORKING FILES.</u> Interim reports, drafts, extra copies, routine correspondence, notes, and other material collected and used in the course of preparing research reports.</p> <p>Destroy one year after completion of the report.</p>	N1-306-80-1 Item 6	
9.	<p><u>RESEARCH DATA COLLECTION (SURVEY) PROJECTS FILE.</u> The designations in this series for this schedule are based on the last two digits of the Office of Research's Data Set Naming Convention, described below. The file includes the basic data file (or information on location) as well as all supporting documentation. The supporting documentation, which excludes the material described in Item 8 above, contains the complete history of each data collection project including the final project plan; authorization and funding documents; procurement documents such as copies of contracts, agreements, modifications, and changes, etc.; correspondence relating to changes, execution and completion of research contracts; questionnaires (foreign and English language versions); code books; description of sampling method; interview and field instructions; basic data file (or information on location); reports on pilot study or pre-test and final databook, tabulation, or contractor report or final draft if no final report issued.</p> <p>Both the dataset name on the tape and the name for the paper file of supporting documentation will follow the naming convention of "Iyyynn.accaa," where:</p> <p>"I" is the required ADP leading alpha character standing for USIA;</p>		

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	<p>"yy" is the last two numbers of the fieldwork year;</p> <p>"nnn" is a three digit sequential number, unique for each project in the year;</p> <p> "." is a decimal point;</p> <p>"a" denotes type of data--single punched (s) or multi-punched (m);</p> <p>"cc" is a two digit alpha code designating the country in which the data collection takes place;</p> <p>"aa" is a 2 letter alpha code called "KOS" (kind-of-study), designating the general substance of the research project. Group A, for Attitude (or Opinion) Study, includes AG (General publics--national, regional, or urban), AS (Exhibit visitors, refugees), AT (Target groups, elite, educated), AU (USIA/USIS officers, posts), AY (Youth, students), AX (Mixed publics, general and other separate samples combined), and AZ (Any other attitude or opinion data collection project). Group M, for Media Study, includes MB (Media behavior/habits, information sources, influence structure), MC (USIA Libraries, Cultural Centers, events, activities), ME (Exhibits), MP (Press/publications, wireless files, books, photo output), MR (Radio), MV (TV, VCRs, movies, films), MW (Exchange programs), MX (Any other media data collection project). Group X, for Culture and Information ("C&I") Study, includes XC (Communist foreign activities, including radio, press, films, exhibits, exchanges, books, translations), XF (Non-communist foreign activities), XM (General media, e.g. "Fact Books," educational facilities), XP (Press, media reaction statistical analyses), and XZ (Any other C&I data collection project).</p> <p>Accumulation on hand: 546 feet 12 reels</p> <p>Annual accumulation: 20 feet 1-4 reels</p> <p>Master Files PERMANENT. Break annually. Transfer each project file, including basic data and supporting documentation, to the National Archives four two years after completion of field work or data collection. Records must be in a software independent format consist with the requirements</p>		

Change made by DA Lambert 8/25/88.
 See attached memorandum.

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	PAGE 5 OF 5
10.	<p><u>CONTRACT STUDIES FILE.</u> This series contains the full historical contract file for any contract which both (a) did not result in a research report being issued, and (b) did not produce a collection of data. These would include reports of a heuristic nature done on contract but not released or edited as a USIA report, such as papers on research methodology, evaluation of research methods, or substantive reports which were rejected for further dissemination. All must have been done on contract (or some other financial arrangement) by other than USIA staff.</p> <p>Each file contains the complete history of each study, including the final project plan; authorization and funding documents; procurement documents such as copies of contracts, agreements, modifications, and changes, etc.; correspondence relating to changes, execution, and completion of research contracts; and final contractor report, or final draft if no final was issued.</p> <p style="text-align: center;">Volume on hand: 1 foot Annual accumulation: 1 foot</p> <p>PERMANENT. Break file annually. Transfer to National Archives when four years old in five year blocks.</p> <p>CLEARANCES:</p> <p> James S. Morrow, R/TS Office of Research</p> <p> Lorie J. Nierenberg, GC Office of the General Counsel</p>		