

|   |                                    |   |  |
|---|------------------------------------|---|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>                        |                                    | LEAVE BLANK   |  |
| TO <b>GENERAL SERVICES ADMINISTRATION</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                    | JOB NO<br><b>NI-306-87-9</b>  | DATE RECEIVED<br><b>9-3-87</b>   |
|   |                                    | NOTIFICATION TO AGENCY  |  |
| 1 FROM (Agency or establishment)<br><b>U.S. Information Agency</b>  |                                    | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. |  |
| 2 MAJOR SUBDIVISION<br><b>Office of the Director</b>  |                                    |   |  |
| 3 MINOR SUBDIVISION<br><b>Secretariat Staff</b>   |                                    |   |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><b>Margaret G. Pape</b>   | 5 TELEPHONE EXT<br><b>485-1408</b> |   |  |
| 6 CERTIFICATE OF AGENCY REPRESENTATIVE  |                                    | DATE<br><b>10/21/87</b>   | ARCHIVIST OF THE UNITED STATES<br><b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b> |

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<br><b>8/20/87</b> | C SIGNATURE OF AGENCY REPRESENTATIVE<br> | D TITLE<br><b>Johnny Hodge<br/>Records Management Officer</b> |
|--------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
|           | <p>U.S. Information Agency</p> <p>Office of the Director</p> <p>This schedule updates the present schedule (NC1-306-81-8) for the Office of the Director files maintained by the Secretariat Staff. This proposed schedule addresses both textual and non-textual records created and housed by the Secretariat Staff from 1978 to present. This updated schedule does not include microfilmed files (chronological files) maintained by this office. These microfilmed chron files are no longer produced and maintained by the Office of the Secretariat.</p> <p>1. Subject Files, Office of the Director, USIA, 1978-</p> <p>Correspondence, memoranda, reports, briefings, and related materials maintained for the Office of the Director, USIA. Cutoff annually.</p> <p>DISPOSITION: Permanent. Transfer in annual blocks to WNRC when no longer needed for USIA administration. Offer to National Archives in 5-year blocks when 25 years old.</p> <p>Volume on hand: 130 cubic feet<br/>Annual accumulation: 40 cubic feet</p> <p><i>copies to agency, NCF, NAF</i></p> |                                  |   |

-2-

2. Chronological Files, Office of the Director, USIA  
1978-Present

Hardcopy files, 1978-

DISPOSITION: Permanent. Transfer in annual blocks to WNRC when no longer needed for USIA administration. Offer to National Archives in 5-year blocks when 25 years old.

Volume on hand: 20 cubic feet

Annual accumulation: 5 cubic feet

Concurrences:

Patricia C. Siemien DATE: 8/13/87  
Office of the Director (D)  
Patricia C. Siemien

Teresa Collins DATE: 7/27/87  
Office of the Secretariat (D/SS)  
Teresa Collins

Lorie J. Nierenberg DATE: 8/14/87  
Office of the General Counsel (GC)  
Lorie J. Nierenberg