

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*N1-306-88-1*

DATE RECEIVED

*1/28/88*

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

UNITED STATES INFORMATION AGENCY

2. MAJOR SUBDIVISION

OFFICE OF CONGRESSIONAL LIAISON

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Retta H. Graham-Hall**

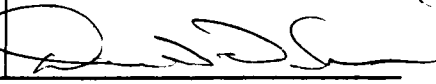
5. TELEPHONE EXT.

**485-7501**

DATE

*2/8/88*

ARCHIVIST OF THE UNITED STATES



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
1/27/88	Retta H. Graham-Hall	Records Analyst

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 GRS OR SUPERSEDED JOB CITATION	10.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 Congressional Files. Arranged by subject. Correspondence, reports, memorandums, memorandums of conversation, weekly reports, and other material relating to Congressional matters.</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 the National Archives when 20 years old in 5 year blocks.</p>		
2.	<p>Congressional Liaison Files. Arranged by name of Representative or Senator. Correspondence, memorandums of conversation, and other material relating to U.S.I.A. contacts with individual members of Congress.</p> <p>Volume on hand: 10 feet Annual accumulation: 2 feet</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old.</p> <p style="text-align: right;">(Continued next page.)</p>		

*Copies sent to NCF  
NMF*

*2/11/88*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

OF  
10. ACTION  
TAKEN  
*(NARS USE  
ONLY)*

3. ~~Transfer to the National Archives when 20 years old in 5 year blocks.~~  
~~Office Administration Files. Correspondence, workload reports, travel reports, personnel actions, and other material relating to the running of the office.~~  
~~Destroy when 2 years old or when no longer needed, whichever is sooner.~~

GRS 23  
Item 1

Concurrences:

Carrie Isacco Date: 1/27/88  
Carrie Isacco, CL  
Office of Congressional Liaison

Lorie J. Nierenberg Date: 1/28/88  
Lorie J. Nierenberg, GC  
Office of the General Counsel

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

JOB NUMBER	N1-306-88-1
ITEM COUNT	2

**SUMMARY**

The United States Information Agency submits this job to cover the records of the Office of Congressional Liaison (CL). CL maintains contact with members of Congress and their staffs; serves as the U.S.I.A. coordinator of hearings on legislation; coordinates agency programming of overseas travel of members and staff; coordinates and serves as the primary channel for contacts with Congress; and reviews all correspondence with Congress. This schedule earmarks for permanent retention those files of CL that document its plans, policies, and activities. Those records not warranting retention are covered by the GRS.

I recommend approval of this job.

**RECOMMENDATION**

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.  
Items 1 and 2.
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

**FEDERAL REGISTER NOTICE**

Not Required.       Required – Publication Date:  
Copies Requested:  
Comments Received:

**SIGNATURES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPAISER	<i>David A. Langbart</i>	1/29/88
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	1/29/88
CONCURRENCES	Director, NNF	<i>William H. Duggan</i>	2-4-88

# National Archives



Washington, DC 20408

Date January 29, 1988  
Reply to Attn of David A. Langbart, NIRM  
Subject Job no. N1-306-88-1  
To Director, NIRM *W 1/24*

The United States Information Agency submits this job to cover the records of the Office of Congressional Liaison (CL). That office was a part of the Office of the General Counsel and Congressional Liaison when the records were appraised as part of Job No. N1-306-87-7. Since completion of that appraisal, the Congressional function has become independent and U.S.I.A. is now submitting this separate SF 115 to cover the records. The Congressional records will be dropped from Job No. N1-306-87-7.

*David A. Langbart*

DAVID A. LANGBART  
Military Appraisal Branch  
Records Appraisal  
and Disposition Division

# National Archives



Washington, DC 20409

Date : November 13, 1987

Reply to  
Attn of : NNEFG

Subject : NL-306-87-7

To : NNF, NIR

NNEFG concurs with the recommendations in this appraisal job.

*Janet L. Hargett*

JANET L. HARGETT  
Chief, General Branch  
Civil Archives Division

2/3/88  
ok JH

November 16, 1987

NIR:

I concur.

*Franklin W. Burch*

FRANKLIN W. BURCH  
Acting Director  
Civil Archives Division

# National Archives



Washington, DC 20408

JK 10/29/87

Date           October 28, 1987  
Reply to       David A. Langbart, NIRM  
Attn of  
Subject        Appraisal of records covered by N1-306-87-7  
To             Director, NIR

W 10/29/87

The United States Information Agency (USIA) submits Job No. N1-306-87-7 (copy attached) to cover the records of the Office of the General Counsel and Congressional Liaison (GC). GC conducts the legal affairs, rights clearance, and Congressional liaison activities of USIA. As the chief legal officer of the agency, the General Counsel is primarily responsible for advising the Director, Deputy Director, and all subordinate officers on matters of law and for making legal interpretations. The General Counsel is also responsible for ethical conduct and conflicts of interest matters. GC's activities are organized into four areas: {1} Legal; {2} Rights Clearance; {3} Exchange Visitor Facilitative Staff; and {4} Congressional Liaison. The first three areas relate to legal matters while the fourth, Congressional Liaison, was put with the others during a reorganization.

Legal provides agency officials with interpretations of laws, regulations, Executive Orders, contracts, international agreements, and legal decisions; makes determinations on all legal matters affecting USIA operations; exercises primary responsibility for drafting legislation, EOs, international agreements, and other legal documents; provides ethics guidance; advises and assists in drafting, modifying, and terminating leases, contracts, grants, and licenses; advises and assists in labor relations matters; exercises, by delegation, the powers of the Director in adjudicating requests from exchange visitors for extensions of stay, program transfers, and waivers under the Immigration and Nationality Act; and other duties.

Rights Clearance determines the necessity for and obtains clearances for intangible rights in materials used by USIA in its worldwide program and advises the attestation officer of the Television and Film Service on his/her exercise of responsibility under law and international agreements.

Exchange Visitor Facilitative Staff serves as the accrediting authority for exchange visitor programs of both U.S. Government agencies and private organizations for use of the "J" (Exchange Visitor) Visa Classification to bring students, teachers, scholars, and trainees to the United

States and monitors host organization performance to ensure that established criteria are met.

Congressional Liaison maintains contact with members of Congress and their staffs; serves as the USIA coordinator of hearings on legislation; coordinates agency programming of overseas travel of members and staff; coordinates and serves as the primary channel for contacts with Congress; and reviews all correspondence with Congress.

This is yet another of the contractor-prepared schedules for USIA elements. This job is fairly successful in enumerating the various series of records, but only because the office involved took a genuine interest in seeing that the SF 115 reflected its records. The only fault with this schedule is that it is set up to cover the three legal areas and Congressional relations without differentiation. I also identified one additional series. I recommend that the schedule be divided into two parts: (1) Legal, Rights Clearance, and Exchange Visitor and (2) Congressional Liaison. This will facilitate application of this schedule and will enable continued use should Congressional Liaison once again become a separate office.

There are ten series (8 items on the SF 115 and 2 new items):

{1} General Legal Files. These are the basic subject files of the legal areas of GC. They document the policies, plans and activities of the office and show how the legal function fits into USIA's work. They consist of correspondence, memorandums, reports, international agreements, and other material. As these are the basic policy files of GC, I recommend approval of this item. I do, however, recommend that the "or when no longer needed" be dropped. The General Congressional Files should be listed separately (see item 9).

{2} Office Administration Files. These are approved for destruction under GRS 23, Item 1.

{3} Exchange Visitor Files. These files consist of correspondence, data sheets, telegrams, copies of diplomatic notes, mmemorandums, recommendations, and certificates of eligibility for individuals who come to the United States as exchange visitors. These are facilitative files containing no policy oriented material. I do not believe that these files are appropriate for permanent retention. I recommend disapproval of this item as written.

{4} General Counsel Functional Files. These are the various

"case" files of GC. Most of them relate to mundane, everyday issues that do not warrant permanent retention. There are some files that GC identifies as more important or precedent setting that do warrant retention. I recommend that the disposition statement be re-written as follows:

- a. Precedent and policy setting cases as selected by the Office of the General Counsel.

PERMANENT. Transfer to WNRC when 10 years old.  
Transfer to National Archives in 5 year blocks when 20 years old.

- b. All other cases.

Destroy when 10 years old.

{5} Financial disclosure Statements. These are approved for destruction under GRS 1, Item 25(a)(2).

{6} Rights Clearance Files for non-USIA material. These files consist of correspondence, memorandums, reports, telegrams, and other material relating to USIA use of copyrighted material. I recommend approval of this item. These files document how USIA works with commercial vendors to facilitate USIA's programs and contain policy material in addition to records on individual products. The files include records on USIA's relationship with the major Hollywood studios, Walt Disney, and other companies. I do recommend that the disposition statement be re-written as follows:

PERMANENT. Cut off at end of calendar year. Transfer to WNRC when 10 years old. Transfer to National Archives when 20 years old.

{7} Rights Clearance Files for USIA material. These records relate to USIA-produced material. They contain no policy material. I recommend approval of this item as it will ensure the preservation of files relating only to material accessioned by the National Archives.

{8} Waiver Files. These files consist of correspondence, memorandums, applications for waivers, and other material. The files relate to requests by foreigners who have come to study in the U.S. of the requirement that they return to their home country for two years before they take steps to remain in the U.S. permanently. These files are purely facilitative. I recommend approval of this item.



NEW ITEMS:

{9} General Congressional Files. These files consist of correspondence, reports, memorandums, memorandums of conversation, weekly reports, and other material relating to Congressional matters. These are the basic subject files on Congressional affairs. They document the policies, plans and activities of that part of GC and show how the Congressional affairs function fits into USIA's work. As these are the basic policy files on Congressional affairs, I recommend permanent retention of these records. I recommend that the files be cut off every year with transfer to WNRC and accessioning by the National Archives when 20 years old. Volume on hand is about 16 feet and annual accumulation is about 2 feet.

{10} Congressional Liaison Files. These files are arranged by the name of individual Representative and Senators and contain correspondence, memorandums of conversation, and other material relating to agency contacts with individual members of Congress. These files are a mixture of the mundane (USIA informing Congressmen about contracts in their districts) and the substantive (behind the scenes maneuvering on USIA budget and program matters). Even though it will mean accessioning some trivial material, I recommend permanent retention of this series for the substantive material that will be found in the files. I recommend that the files be cut off every year with transfer to WNRC and accessioning by the National Archives when 20 years old. Volume on hand is about 10 feet and annual accumulation is about 2 feet.

This schedule, if modified as suggested, will ensure the preservation of those files from the Office of the General Counsel and Congressional Liaison that warrant permanent retention by the National Archives and the destruction of those records that do not merit such preservation. I would appreciate the comments of the Civil Archives Division.

*David A. Langbart*

DAVID A. LANGBART  
Military Appraisal Branch  
Records Appraisal  
and Disposition Division

Enclosure