

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

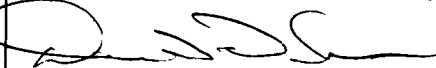
5. TELEPHONE EXT.

**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 GRS OR SUPERSEDED JOB CITATION	10.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  
NRF*

*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  
Carrie Isacco, CL  
Office of Congressional Liaison

Date: 1/27/88

Lorie J. Nierenberg  
Lorie J. Nierenberg, GC  
Office of the General Counsel

Date: 1/28/88