

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-306-88-2*

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

DATE RECEIVED
2-11-88

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Library Programs Division (E/CL)

3. MINOR SUBDIVISION
Special Collections Branch (E/CLS)

4. NAME OF PERSON WITH WHOM TO CONFER
Margaret G. Pape

5. TELEPHONE EXT.
485-1408

DATE *8/22/88* ARCHIVIST OF THE UNITED STATES
Claudia Fiedler

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 6 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 <i>2/8/88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas H. Connor</i>	D. TITLE Thomas H. Connor Acting Records Management Officer
--------------------------	--	---

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>U. S. Information Agency Special Collections Branch (E/CLS)</p> <p>1. Speeches, Agency Directors - Reel tapes (1961 - 1972)</p> <p>These reel tapes are Congressional hearings, press conferences, and speeches of USIA Directors Murrow (1961-63), Rowan (1964), Shakespeare (1969-1972), and Deputy Director Loomis (1969-1972).</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 6 cubic feet</p> <p>Annual Accumulation: None</p> <p>2. Oversize Scrapbooks (1950 - 1958)</p> <p>Photo coverage of various special projects handled by USIS posts and VOA to include the following:</p> <p>Opening of USIS Singapore and Kuala Lumpur (1950) Bookmobile Report (1952) Anniversary coverage of USIS Taipei (1958)</p>		

*Copy sent to Agency
NCF, MRF*

8/23/88

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 2 6
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>SS Courier (VOA) (1955) Intern. Press and Publication, State Dept. (1953) (History and function of this office)</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 4 cubic feet</p> <p>Annual Accumulation: None</p>		
3	<p>Pre-USIA Research Reports (1946-1953)</p> <p>State Dept. Research and Intelligence Office studies contracted out to Columbia University, Bureau of Social Sciences. Includes card indexes and abstracts.</p> <p>DISPOSITION. PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 20 cubic feet</p> <p>Annual Accumulation: None</p>		
4.	<p>Office of Military Government, U.S. (OMGUS)/High Commissioner for Germany, U.S. (HICOG) Surveys (March 1946-June 1955). Continued as U.S. Embassy Survey Reports (8/55-6/62)</p> <p>Documentation of American occupation in Germany and following years. These records contain public opinion surveys and cultural samples.</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 6 cubic feet</p> <p>Annual Accumulation: None.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>Research Project Files (Crespi/Weschler) (1954-1985)</p> <p>Project files created and maintained by Leo Crespi and Irving Weschler, which include: final project plan, authorization and funding documents, code books, descriptions of sampling methods, procurement documents and final report (or final draft report, if no report issued). Also includes Psychological Coordinating Board material and the history and genesis of research/intelligence functions at USIA.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC immediately. Transfer to National Archives when 25 years old.</p> <p>Volume: 34 cubic feet</p> <p>Annual Accumulation: None</p>		
6.	<p>USIA coverage of JFK Assassination (1962) (Mostly VOA and IPS materials.)</p> <p>Special memorial programs worldwide, backgrounders, photos, brochures, etc., in many languages of the death of President Kennedy as transmitted by USIA.</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 2 cubic feet</p> <p>Annual Accumulation: None</p>		
7.	<p>Office of Exhibits, Comment Books (1960-1980)</p> <p>Various comment books taken at expos and fairs worldwide to include the following: Montreal Expo '67; Photography USA (1967); USSR Photo '70; USA-200 years (1976); Technology for the American Home (1976).</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 8 cubic feet</p> <p>Annual Accumulation: None</p>		

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 4 6
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>State Dept. Wireless File Bulletins (1936-1948)</p> <p>State Dept. Wireless File Bulletins (WF) that provide quick access to news developments during post and pre-WWII.</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 20 cubic feet</p> <p>Annual Accumulation: None</p>		
9.	<p>Library Research Reports (1949-1953)</p> <p>The Agency Library's Research Section prepared research reports on various subjects when it was the VOA Library in New York.</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 4 cubic feet</p> <p>Annual Accumulation: None</p>		
10.	<p>Executive Committee Files (1970-1977)</p> <p>Executive Committee meetings, agendas, and misc. files.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC immediately. Transfer to National Archives when 25 years old.</p> <p>Volume: 20 cubic feet</p> <p>Annual Accumulation: None</p>		
11.	<p>International Exchange Study (1970)</p> <p>Presidential Directive (Nov. 13, 1970) requested State to review current US exchange programs. These files contain records of the Under Secretaries Committee that compiled report to White House. Includes copies of report.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC immediately. Transfer to National Archives when 25 years old.</p> <p>Volume: 8 cubic feet</p> <p>Annual Accumulation: None</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
5 6

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p>Foreign Service Despatches (1954-1965)</p> <p>Foreign Service Despatches discusses developments at overseas posts during Cold War period Includes effectiveness reports.</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 10 cubic feet</p> <p>Annual Accumulation: None</p>		
13.	<p>International Information Administration (IIA) files (1952-1953)</p> <p>Administrative records on IIAs move from New York to Washington, budget, press and publications, space, etc. Includes IIA evaluation reports. (Historic background information on setting up of USIA.)</p> <p>DISPOSITION: PERMANENT. Transfer to National Archives immediately.</p> <p>Volume: 16 cubic feet</p> <p>Annual Accumulation: None</p>		
14.	<p>Book Program Materials (1948-1978)</p> <p>Historical materials of the Book Programs under both State and USIA. Includes: reports, memos, and legislation.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC immediately. Transfer to National Archives when 25 years old.</p> <p>Volume: 3 cubic feet</p> <p>Annual Accumulation: None</p>		
15.	<p>International Marketing Institute (E/V) (1975)</p> <p>Group international project files on grantee/academics. This group of records contains correspondence, memoranda, reports, etc.</p> <p>DISPOSITION: Destroy immediately.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

6 6

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
16.	<p>[REDACTED]</p> <p>Volume: 2 cubic feet</p> <p>Annual Accumulation: None</p> <p>American International Exhibition, Moscow (1957-1959)</p> <p>Correspondence, memoranda, negotiations, agreements, reports, photos, news clippings, catalogs, etc. on the acceptance and reaction of the Moscow Exhibit.</p> <p>DISPOSITION: PERMANENT. Offer to National Archives immediately.</p>		
17.	<p>Volume: 6 cubic feet</p> <p>Annual Accumulation: None</p> <p>Trade Fairs (1959-1966)</p> <p>Trade Fairs to include: Soviet exhibits in NY (1959); Circaroma (1958); and Pazran Fair (1966). Material is mostly news clippings, memos, correspondence, etc..</p> <p>DISPOSITION: PERMANENT. Offer to National Archives immediately.</p> <p>Volume: 2 cubic feet</p> <p>Annual Accumulation: None</p> <p>Clearance:</p> <p><u>Martin Manning</u> Martin Manning, E/CLS</p> <p><u>Lorie Nierenberg</u> Lorie Nierenberg, GC</p> <p>All changes to this schedule made per conversation of August 8, 1988 between Margaret Pape (USIA) and David A. Langbart (NARA).</p> <p><u>David A. Langbart</u> David A. Langbart, NIRM</p>	8/8/88	