

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-306-88-4
1. FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	10-3-88
2. MAJOR SUBDIVISION Bureau of Programs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Executive Office		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall	5. TELEPHONE EXT. 485-7480	DATE	ARCHIVIST OF THE UNITED STATES <i>12/29/88</i> <i>Claudia Freiden</i>

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 4 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 9-28-88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Lee Humbert</i>	D. TITLE A. Lee Humbert Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<u>EXECUTIVE OFFICE</u> OFFICE ADMINISTRATION FILES - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the Bureau of Programs rather than the functions for which the Bureau exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services, and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office. (NOTE: The Executive Office of the Bureau of Programs does not ordinarily create or maintain original primary program documents. Rather it serves in an administrative or housekeeping capacity for the Bureau).		

DISPOSITION: Break file at end of the fiscal year. Destroy when two years old or when no longer needed, whichever is sooner. (GRS 23, Item 1)

2. PERSONNEL FILES - Duplicate documentation of personnel files maintained outside Personnel Offices.

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee upon separation or transfer, or when one year old, whichever is sooner. (GRS 1, Item 18a)

3. WORKING PAPERS AND BACKGROUND MATERIAL - Project background records, such as notes, drafts and interim reports.

DISPOSITION: Destroy six months after final action on project report or three years after completion of report if no final action is taken.

4. CHRONOLOGICAL FILES - Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.

DISPOSITION: Destroy when purpose has been served (usually 1 year).

5. ACCOUNTABLE OFFICERS' FILES - Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement vouchers, and all other schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operation of the agency.

(NOTE- original copies of these records are ordinarily found in the central budget and finance offices of USIA). All copies except the certified payment or collection copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule).

Site audit records include, but are not limited to, the Standard and Optional forms; also included are equivalent agency forms which document the basic financial transaction as described above.

DISPOSITION: Break file at end of the fiscal year. Destroy 6 years and 3 months after period covered by account. (GRS 6, Item 1a)

6. BUDGET ESTIMATE AND JUSTIFICATION FILES - Copies of budget estimates and justifications which have been prepared or consolidated in the central budget office of USIA or at the Bureau level. Included are appropriation language sheets, narrative statements, and related schedules and data.

DISPOSITION: Break file at end of fiscal year. Transfer to WNRC when three years old. Destroy when six years old.

7. BUDGET CORRESPONDENCE FILES - Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.

DISPOSITION: Break file at end of fiscal year. Destroy when 2 years old. (GRS 5, Item 3)

8. BUDGET BACKGROUND RECORDS - Working papers, cost statements and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in Item 6; and originating offices' copies of reports submitted to budget offices.

DISPOSITION: Break file at end of the fiscal year. Destroy one year after the close of the fiscal year covered by the budget. (GRS 5, Item 4)

9. BUDGET REPORTS FILES - Periodic reports on the status of appropriation accounts and apportionment.
 - A. Annual report (end of fiscal year).

DISPOSITION: Destroy when 5 years old. (GRS 5, Item 5a)

- B. All other reports.

DISPOSITION: Destroy 3 years after the end of the fiscal year. (GRS 5, Item 5b)

10. BUDGET APPORTIONMENT FILES - Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.

DISPOSITION: Break file at end of the fiscal year. Destroy 2 years after the close of the fiscal year. (GRS 5, Item 6)

11. GENERAL PROCUREMENT FILES - Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, and other records described in the Federal Acquisition Regulation, 48 CFR 4.805.

Procurement or purchase organization copy, and related papers necessary for GAO or internal audit purposes.

(A) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

DISPOSITION: Destroy 6 years and 3 months after final payment. (GRS 3, Item 4a)


(B) Transactions of \$25,000 or less and construction contracts under \$2,000.

DISPOSITION: Destroy 3 years after final payment. (GRS 3, Item 4b)


12. GRANTEE PAYMENT FILES (For Grantee contracts which originate in P/D) - Contains copies of grant forms, justifications, and payment records dealing with the Grantee Program.

DISPOSITION: Transfer to WNRC 1 year after completion of grant. Destroy 3 years after completion of grant.

CLEARANCES:



John O. Everette, P/X
Administrative Officer



Lorie J. Nierenberg, GC
Assistant General Counsel