


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-306-88-5	DATE RECEIVED
		NOTIFICATION TO AGENCY	
1 FROM <i>(Agency or establishment)</i> United States Information Agency		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Bureau of Programs			
3 MINOR SUBDIVISION Office of Program Coordination and Development			
4 NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall	5 TELEPHONE EXT 485-7480	DATE 3/16/89	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 10 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 10/11/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE A. Lee Humbert Records Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><u>OFFICE OF PROGRAM COORDINATION AND DEVELOPMENT</u></p> <p>NOTE: Records that are common to most offices are listed at the end of this schedule.</p> <p><u>THEMATICS</u></p> <p>CENTRAL AMPARTS FILE (American Participant Program, in which the Office of Program Coordination and Development identifies and recruits speakers, and athletic specialists to participate in programs to foreign audiences in behalf of the US). Individual grantee program or project files and team programs involving more than one grantee in all categories of grantees. Includes both classified and unclassified files. Includes grantees' applications, biographic data sheets, security clearances, grant awards, reports of study or training, evaluation data and related correspondence. Cut off on termination of grant.</p> <p>(A) AmParts paper files, filed by name alphabetically, along with copy of the paper "Master List", an index.</p>		

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DISPOSITION: PERMANENT. Transfer to WNRC one year after termination of grant. Transfer to the National Archives in ~~one-year blocks when 25 years old.~~

Volume on hand: 72 cubic feet 1970-88
Annual Accumulation: 6 cubic feet

(B) Automated index for the AmParts File, beginning in 1986.

DISPOSITION: PERMANENT. Transfer magnetic tape copy (ASCII Format) to the National Archives Electronic Records Center when 5 years old.

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2-24-89
M 2/29*

*5 year blocks when
most recent record is 25
years old, e.g. 1980 to
1985 in 2010.*

2. GENERAL ADMINISTRATIVE FILES - Records pertaining to the routine administration and housekeeping for the Office of Program Coordination and Development, and its AmParts Programs, including background notes, program proposals, budget analyses and other general administrative materials. Break file annually.

DISPOSITION: Destroy when 2 years old.

3. PROJECT WORKING PAPERS - Working files of program development officers containing information (memos, cables, other correspondence) on the AmPart program.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

4. AMPARTS EVALUATION AND SUMMARY REPORTS FILE - Consists of USIS post reports on the AmPart grantees.

DISPOSITION: PERMANENT. Transfer to the WNRC when 10 years old. Transfer to the National Archives in 5 year blocks when 25 years old, e.g. 1980-85 in 2010.

Volume on hand: 7 cubic feet
Annual Accumulation: 1 cubic foot

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ECONOMICS, SCIENCE, TECHNOLOGY

5. ECONOMIC PORTFOLIO BOOKLET PRODUCTION AND DISTRIBUTION FILES - Contain copyright clearances, distribution lists, production contract and portfolio drafts.

DISPOSITION: Destroy when 5 years old or when no longer needed.

6. SUPPORT MATERIAL FILE - Articles, journals and official/private sector briefing papers which specifically describe U.S. economic positions, and bilateral/multilateral economic issues.

DISPOSITION: Destroy when 10 years old or when no longer needed for reference, whichever is sooner.

7. AMERICAN PARTICIPANT (AmPart) FILE - Contains files relating to American and Foreign grantees. Includes grantees' applications, biographical data sheets, security clearances, grant awards, reports of study or training, evaluation data and related correspondence.

DISPOSITION: PERMANENT. Cut off on termination of grant. Transfer to Central AmParts File. Retire to WNRC 5 years after file is closed. Transfer to the National Archives ~~when 25 years old~~. *in 5 year blocks when most recent record is 25 years old, e.g. 1980-85 in 2010.*

INTERNATIONAL POLITICAL RELATIONS

8. AMERICAN PARTICIPANT (AmPart) FILE - Contains files relating to American and Foreign grantees. Includes grantees' applications, biographic data sheets, security clearances, grant awards, reports of study or training, evaluation data, and related correspondence.

DISPOSITION: PERMANENT. Cut off on termination of grant. Transfer to Office of Program and Development Central AmParts File. Transfer to WNRC 5 years after file is closed. Transfer to the National Archives ~~when 25~~ *in 5 year blocks* ~~when 25 years old.~~ *most recent record is 25 years old, e.g. 1980-85 in 2010.*

9. SUPPORT MATERIAL FILES - Reference files on topics of world wide political interest such as AIDS, cancer progress, etc. and related correspondence.

DISPOSITION: Destroy when 10 years old or when no longer needed for reference, whichever is sooner.

U.S. POLITICAL AND SOCIAL PROCESS

10. AMERICAN PARTICIPANT (AmPart) FILE - Contains files relating to American and Foreign grantees. Includes grantees' applications, biographic data sheets, security clearances, grant awards, reports of study or training, evaluation data, and related correspondence.

DISPOSITION: PERMANENT. Cut off on termination of grant. Transfer to Office of Program and Development Central AmParts File. Transfer to WNRC 5 years after file is closed. Transfer to the National Archives ~~when 25~~ *in 5 year blocks* ~~years old.~~ *when most recent record is 25 years old, e.g., 1980-85 in 2010.*

11. PROJECT OR SUPPORT MATERIAL FILES - Reference files on topics of world wide political interest such as presidential campaign process, changes in U.S. law and procedures, etc. and related correspondence.

DISPOSITION: Destroy when 10 years old or when no longer needed for reference, whichever is sooner.

SPORTS AMERICA

12. PROJECTS (SUBJECT) FILES FOR AMERICAN SPORTS PARTICIPANTS PROGRAM (ASpecs Program-Athletic Specialist) - Includes memos, cables, letters, curriculum correspondence and organizational records, arranged by name of person, organization, or project. (Also, included are similar predecessor records from State Department, Bureau of Cultural Exchanges, Sports Office, 1975-1984).

approx. 16 cubic feet of

DISPOSITION: PERMANENT. Transfer to WNRC 5 years after project is closed. Transfer to the National Archives in 5 year blocks when 20 years old, e.g., 1980-85 in 2005..

*Volume on hand: 14 cub. ft.
annual accum.: 2 cubic feet*

13. AMERICAN AND FOREIGN GRANTEE FILES (Sports America Program) - Individual grantee program and team programs involving one or more grantees in all categories of grantees and sports. Includes grantees' applications, biographical data sheets, security clearances, grant awards, reports of study or training, evaluation data and related correspondence. Cut off on termination of grant.

DISPOSITION: PERMANENT. Transfer to Office of Program Coordination and Development Central AmParts File. Retire to WNRC one year after termination of grant. Transfer to the National Archives ~~when 25 years old~~ *in five year blocks when most recent record is 25 years old, e.g. 1980-85 in 2010.*

14. CONTROLLED FORM FILE - Contains IAP-66 forms entitled "Exchange Visitor Facilitative Staff GC/V Certificate of Eligibility for Exchange Visitor (J-1) Status".

DISPOSITION: Review annually and destroy material of no further reference value.

15. COUNTRY FILES - Records pertaining to the operation of the Sports America programs in a particular geographic area or country and including annual reports, evaluations, agreements, program proposals, International Coaches Program, Visitors to America, etc. Break file annually.

DISPOSITION: PERMANENT. Retire to WNRC when 5 years old. Transfer to the National Archives in 5 year blocks when 20 years old, e.g., 1980-85 in 2005.

*Volume on hand: 8 cub. ft.
annual accumulation: 1 to 2 cub. ft.*

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SATELLITE SPEAKERS

16. AUDIO RECORDINGS - Contains audio cassette programs of the Satellite Speakers program satellite hookups. (live recordings of speaker and audience). Contents vary due to the subject, duration of the speaker, quality of audience response. Cassettes are maintained in a cassette library and are arranged alphabetically by expert.

DISPOSITION: Destroy when no longer needed.

17. VIDEO RECORDINGS, Video Cassette Program - "Scene Setters." Contains actual video programs of the satellite speakers. Contents vary due to the subject and duration of the speaker. These recordings are sent to posts and shown there. Videos are maintained in the Video library and are arranged alphabetically by speaker or topic of interview.

DISPOSITION: PERMANENT. Transfer original (earliest edited generation), and a duplicate if one exists, to the National Archives when 5 years old, or in less than 5 years if no longer needed.

*Vol. on hand: approx. 1 cubic foot
Annual accum.: approx. 1/2 cub. ft.*

18. American and Foreign Grantee Files - Individual grantee program or project files and team programs involving one or more grantees on all categories of grantees involved with the Satellite Speaker Program. Includes grantees' applications, biographical data sheets, security clearances, grant awards, reports of study or training, evaluation data, and related correspondence.

DISPOSITION: PERMANENT. Break file on termination of grant. Transfer to Office of Program and Development Central AmParts File. Transfer to WNRC 5 years after file is closed. Transfer to the National Archives ~~when 25~~ *in 5 year*

years old. blocks when most recent record is 25 years old, e. g. 1980-85 in 2010.

RECORDS COMMON TO MOST OFFICES

19. OFFICE ADMINISTRATION FILES - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than to the functions for which the office 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, 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.

DISPOSITION: Break file at end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner. (GRS 23, Item 1)

20. 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)

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

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

22. 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).

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23. BUDGET ESTIMATE AND JUSTIFICATION FILES - Copies of budget estimates and justifications 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: Cut off at end of fiscal year. Transfer to WNRC when 3 years old. Destroy when 6 years old.

24. 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: Cut off at end of fiscal year. Destroy when 2 years old or no longer needed.

25. 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 26; and originating offices' copies of reports submitted to budget offices.

DISPOSITION: Cut off at end of the fiscal year. Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 4)

26. 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)


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

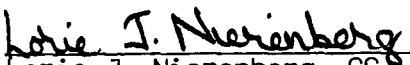
DISPOSITION: Break file at end of the fiscal year. Destroy 2 years after the close of the fiscal year. (GRS 5, Item 6)

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28. GRANTEE PAYMENT FILES - For Grantee contracts originated in P/D. Contains copies of grant forms, justifications, and payment records involved with the Grantee Program.
- DISPOSITION: Transfer to WNRC 1 year after completion of grant. Destroy 3 years after completion of grant.
29. COUNTRY PLANS - Extra copies of approved Country Plans, Country Data Papers, program memorandums, assessment reports and institutional analysis for each nation where USIA operates, maintained as a set for reference purposes. (Country Plans provide executive direction to Agency activities by establishing program objectives tailored to specific countries in accordance with US foreign policy. The other documents provide information on media, political, social or economic conditions and/or analyze program effectiveness). The original copy or set of these records is maintained by the pertinent Area Office desk officer.
- DISPOSITION: Destroy when one year old or superceded, whichever is sooner.

CLEARANCES:


Dennis M. Raver, P/D
Program Coordination and
Development Coordinator


Lorie J. Nierenberg, GC
Assistant General Counsel