

DEVELOPMENT AND PRODUCTION DIVISION

2. Subject Files of the Chief -
Containing general information on
policy and procedures, reports,
correspondence, telegrams, and
memoranda.

DISPOSITION: PERMANENT. Break
files annually. Transfer to WNRC
3 years after break. Transfer to
NARA in 5 year blocks when 20
years old.

Volume on hand: 5.c.f.
Annual Accumulation: 1.c.f.

3. Project Files - Containing exhibit
correspondence, administration,
background information, budget,
shipping, and working production
files.

DISPOSITION: Break file
annually. Transfer to WNRC 3
years after break. Destroy 10
years after break.

4. Exhibit Photo Files - Photo
prints, negatives, and slides from
American Theater Today and other
exhibits.

A. Photographs selected for use
in exhibits and photographs
documenting significant events
such as openings, celebrity
visits, and other ceremonies.

DISPOSITION: PERMANENT. Cut off
at end of exhibit. Transfer to
WNRC 3 years after break.
Transfer to NARA in 5 year blocks
when 20 years old.

Volume on hand:
Annual accumulation:

B. All other photographs.

DISPOSITION: Destroy seven years after close of exhibit. Earlier disposal is authorized if records are no longer needed for publication or other purposes.

5. Branch Subject and Project Files - Containing documents needed by the branches of the Development and Production Division for administration of exhibit projects and general branch activities.

DISPOSITION: Break files annually. Transfer to WNRC 2 years after break. Destroy 7 years after break.

6. Routine Requests - Containing field and agency requests for paper-shows and other bibliographic and photographic services.

DISPOSITION: Break file annually. Destroy when 5 years old.

OPERATIONS DIVISION

7. Subject Files of the Chief-
containing general information on
procurement, contracts, reports,
correspondence, telegrams, and
memoranda relating to procurement,
transportation, and the operation of
exhibits overseas.

DISPOSITION: Break file annually.
Transfer to WNRC 2 years after
break. Destroy 7 years after break.

8. Branch Subject and Project Files-
containing documents needed by the
branches of the Operations Division
for administration of exhibit
projects and general branch
activities.

DISPOSITION: Break file annually.
Transfer to WNRC 2 years after
break. Destroy 7 years after break.

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BUREAU OF INTERNATIONAL EXPOSITIONS

9. Subject Files of the Chief - containing general information on policy and procedures, reports, correspondence, telegrams, and memoranda.

DISPOSITION PERMANENT. Break files annually. Transfer to WNRC 3 years after break. Transfer to NARA in 5 year blocks 20 years after break.

Volume on hand: 7 c.f.

Annual accumulation: 1 c.f.

10. Exposition Subject Files - created by the staff handling USIA participation in major expositions such as Vancouver Expo 86, Brisbane Expo 88, and Seville Expo 92. Files may be created either overseas at the exposition site or in Washington or in both places.

A. Reports Files -

DISPOSITION: PERMANENT. Break files at end of Exposition. Retain one copy of every report as the record copy. Destroy all other copies when no longer needed. Transfer record copies to WNRC 3 years after break. Transfer to NARA 20 years after break.

Volume on hand: 2 c.f.

Annual accumulation: 1/4 c.f.

B. Commissioner General Files -

DISPOSITION: PERMANENT. Break files at end of Exposition. Transfer to WNRC 3 years after break. Transfer to NARA 20 years after break.

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Volume on hand: 3 c.f.

Annual accumulation: 1/2 c.f.

C. U.S. Pavilion Theme Files -

DISPOSITION: PERMANENT. Break files at end of Exposition. Transfer to WNRC 3 years after break. Transfer to NARA 20 years after break.

Volume on hand: 2 c.f.

Annual accumulation 1/4 c.f.

D. All Other Exposition Files -

DISPOSITION: Break files annually. Transfer to WNRC 3 years after break. Destroy 7 years after break.

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RECORDS COMMON TO MOST OFFICES

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.
- A. Procurement or purchase organization copy, and related papers necessary for GAO or internal audit purposes.
- (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.
- DISPOSITION: Destroy 6 years and 3 months after final payment.
- (2) Transactions of \$25,000 or less and construction contracts under \$2,000.
- DISPOSITION: Destroy 3 years after final payment.
(GRS 3, Item 3a)
12. Correspondence Files - Regarding material for exhibits.
- DISPOSITION: Break file annually. Bring material relating to active exhibits forward to current year. Transfer material relating to inactive exhibits to WNRC when 3 years old. Destroy when 6 years old.
13. Personnel Folders - Duplicate files (not official personnel folders) of temporary personnel hired for exhibits.
- DISPOSITION: Destroy 6 months after completion of exhibit and final payment of all claims for salary, travel, and other expenses. (GRS 1, Item 18)
14. Office Administration Files - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate 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

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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.

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

(GRS 23, Item 1)

15. 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 one year after separation or transfer.

(GRS 1, Item 18)

16. Working Papers Background Material - Project background records, such as studies, analyses, 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.

17. Chronological Files - Extra copies of communications, correspondence, and other documents created by an office, arranged in order of creation, and used as a general reading or reference file.

A. Office of the Director of the Exhibits Service -

DISPOSITION: PERMANENT. Break file annually and incorporate into the Director's Subject Files (see item 1).

Volume on hand: 1/4 c.f.

Annual accumulation: 1/12 c.f.

B. All other Chron files -

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

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18. 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 or no longer needed.
(GRS 5, Item 1)
19. Budget Background Records - Working papers, cost statements and rough data accumulated in the preparation of annual budget estimates, including duplicates and originating offices' copies of reports submitted to budget offices.
- DISPOSITION: Break file at end of the fiscal year. Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 1) 2
20. 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.
- B. All other reports.
- DISPOSITION: Destroy 3 years after the end of the fiscal year. (GRS 5, Item 3)
21. 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 4)

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22. Country Plans - Original copy of approved Country Plans, Country Data Papers, program memorandums assessment reports and institutional analysis for each nation where USIA operates. 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.

Extra copies of Country Plans maintained as a set for reference purposes.

DISPOSITION: Destroy when three years old.
(NI-306-87-2, Item 5b)

23. Time and Attendance Reports - Contains time sheets (Sign-In/Sign-Out sheets) for office personnel.

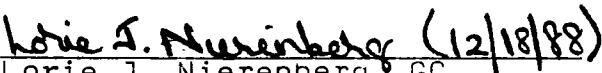
DISPOSITION: Destroy 6 months after end of leave year.
(GRS 2, Item 3a)

24. Formal Directives - Copies of procedural and operating manuals - contains procedures, operations, functional file.

DISPOSITION: Destroy when superseded or obsolete.

Clearance:


12/9/88
William K. Jones, P/E
Director, Exhibits Service


(12/18/88)
Lorie J. Nierenberg, GC
Assistant General Counsel