

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-306-88-8

DATE RECEIVED

4-7-88

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

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Bureau of Programs

3. MINOR SUBDIVISION

Foreign Press Centers

4. NAME OF PERSON WITH WHOM TO CONFER

Retta Graham-Hall

5. TELEPHONE EXT.

485-7501

DATE

12/21/88

ARCHIVIST OF THE UNITED STATES

Claudine Hecker

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 3 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>3/21/88</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas W. Connor</i> Thomas Connor | D. TITLE Acting, Records 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 GRS OR SUPERSEDED JOB CITATION | 10.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 align="center"><u>FOREIGN PRESS CENTERS</u></p> <p>NOTE: Records that are common to most offices are included at the end of this schedule.</p> <p>1. Wireless File - Used to prepare press wireless releases regarding defense issues. DISPOSITION: Break file annually. Destroy when 3 years old.</p> <p>2. File on Foreign Correspondents in the United States. DISPOSITION: Transfer to inactive file when correspondent leaves the United States. Destroy three years after departure. (NC1-306-80-4, Item 1).</p> | | |

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MAY 1-3-89*

- 3. Correspondence with Foreign Correspondents.

DISPOSITION: Break file annually. Destroy three years after break. (NCl-306-80-4, Item 2).

- 4. 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 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.

DISPOSITION: Break file at end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner. (NCl-306-80-4, Item 3).

- ~~5. Personnel Files - Duplicate documentation of personnel files maintained outside Personnel Offices.~~

GRS1 ITEM 18

~~DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.~~

- 6. Working Papers and 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.

7. 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).