

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-306-88-10*

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

DATE RECEIVED

9/29/88

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

UNITED STATES INFORMATION AGENCY

2. MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Bureau of Programs

3. MINOR SUBDIVISION

Policy Guidance Staff

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Retta H. Graham-Hall

485-7501

*10/12/88*



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>9-28-88</i>	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 <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><b>POLICY GUIDANCE STAFF</b></p> <p><u>Information/Action (Blue) Files.</u> Correspondence, memorandums, reports, background memorandums, telegrams and other material. Master file of all material referred to, handled by, initiated, or otherwise acted upon by P/G.</p> <p>Volume on hand: 3 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 20 years old in 5 year blocks.</p>		
2.	<p><u>Central Telegram File.</u> Record copy of all telegrams originating in P/G. Includes policy guidances and other types of telegrams.</p>		

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3.	<p>Volume on hand: 2 feet Annual accumulation: 1 foot</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 20 years old in 5 year blocks.</p> <p><u>Country Plans</u>. Approved Country Plans, program memorandums, and institutional analysis for each country in which USIA operates. Country Plans provide executive direction to agency activities by establishing program objectives tailored to specific countries in accordance with U.S. foreign policy. The other documents provide information on media, political, social, or economic conditions and/or analyze program effectiveness.</p> <p>a. Record set of Country Plans.</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 20 years old in 5 year blocks.</p> <p>b. Extra copies of Country Plans maintained for reference purposes.</p> <p>Destroy when 2 years old.</p> <p>c. Records relating to the preparation of country plans. Messages, planning guides, memorandum, planning papers, and other material relating to instructions, procedures, due dates, and other routine activity relating to the preparation of Country Plans.</p> <p>Destroy when 2 years old.</p>		
4.	<p><u>Officer Country/Subject Files</u>. Telegrams, memorandums, reports, publications, clippings, documents, and other material. These are the background and working files accumulated and used by P/G officers in the preparation of guidances and memorandums.</p> <p>Destroy when 5 years old or no longer needed, whichever is sooner.</p>		

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5.	<p><del>Office Administration Files. Records accumulated by the Policy Guidance Staff relating to internal administrative and housekeeping activities rather than the functions for which the office exists. In general, these records relate to staffing procedures, communications, the expenditure of funds, day-to-day administration of office personnel, travel, training, supplies, office services, equipment requests and receipts, and the use of office space and utilities.</del></p> <p><del>Destroy when 2 years old or no longer need, whichever is sooner.</del></p>	<p><del>GRS 23, Item 1</del></p>	
6.	<p><del>Personnel Files. Duplicate documentation of personnel files maintained outside of the Personnel Office.</del></p> <p><del>Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.</del></p>	<p><del>GRS 1, Item 18(6)</del></p>	
7.	<p><u>Chronological (Pink) Files.</u> Extra copies of correspondence and other documents arranged in chronological order and used as a general reference and reading file.</p> <p>Destroy when 1 year old.</p> <p>CLEARANCES:</p> <p><i>Nancy A. Cox</i> Nancy Cox, P/G Program Coordinator</p> <p><i>Lorie Nierenberg</i> Lorie Nierenberg, GC Assistant General Counsel</p>		