


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. NI-306-88-11	DATE RECEIVED 5-16-88
1. FROM (Agency or establishment) U.S. Information Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Library Programs Division (E/CL)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Special Collections Branch (E/CLS)			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret G. Pape	5. TELEPHONE EXT. 485-1408	DATE 7/9/88	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 2 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 5/11/88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas H. Connor</i>	D. TITLE Acting, Records Management Officer (Thomas H. Connor)
--------------------	--	--

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	U. S. Information Agency Special Collections Branch (E/CLS) 1. Special Papers (1952-1954) Coordinator for Psychological Intelligence issued special papers on various aspects of psychological warfare. DISPOSITION: PERMANENT. Transfer to National Archives immediately. Volume: .3 cubic feet Annual Accumulation: None		

Copy sent to agency 7/7/88 4/13/88

2. Office of Administration (1952-1955) (predecessor Office of Management)

Subject files, administrative files for setting up the Office of Administration, reorganization and move from New York City to Washington, D.C.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

Volume: 5 cubic feet

Annual Accumulation: None

3. Office of Research and Intelligence (1955-1959) (predecessor Office of Research)

Country plans, subject files, and administrative files for setting up the Office of Research, reorganization and move from New York City to Washington, D.C.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

Volume: 7 cubic feet

Annual Accumulation: None

Clearance:

Martin J. Manning
Martin Manning, E/CLS

Lorie Nierenberg
Lorie Nierenberg, GC