

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.  
N1-306-88-12

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

DATE RECEIVED  
9/1/88

1. FROM (Agency or establishment)  
United States Information Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Office of the Counselor

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER  
Retta Graham-Hall/Margaret G. Pape

5. TELEPHONE EXT.  
485-7480

DATE  
9/13/88

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.

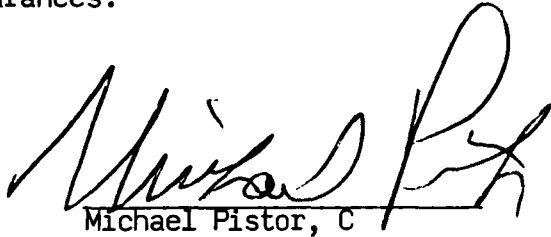
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
8/30/88		A. Lee Humbert Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Office of the Counselor <u>Administrative Files</u> - Records accumulated by the Office of the Counselor that relate to internal administration or housekeeping activities rather than the functions for which the office exists. This includes files on office staffing, personnel, travel, supplies and office services, and use of office space.  DISPOSITION: Destroy when 2 years old or when no longer needed, whichever is sooner.	GRS-23 Item 1	
2.	<u>Subject Files</u> - Correspondence, reports, memoranda, memoranda of conversation, telegrams, notes, briefing papers, briefing memoranda, minutes of meetings, agendas, research reports, inter-agency communications, and other material relating to the work of the Counselor. Includes files on committees, special projects, USIA policies and programs, and US-USSR summits.		

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives in 5-year blocks when 20 years old.

Volume: 7 cubic feet  
Annual Accumulation: 1 cubic foot

Clearances:

  
Michael Pistor, C

  
Lorie Nierenberg, GC