REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
   Office of the Director

3. MINOR SUBDIVISION
   Deputy Director's Office

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

5. TELEPHONE EXT.
   485-7480

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 ___ 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
   9/28/88

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   A. Lee Humbert
   Records Management Officer

   D. TITLE
   A. Lee Humbert
   Records Management Officer

7. ITEM NO.

   1. Office Administrative Files -
      (Records relating to office administration, internal
      administration or general housekeeping/follow-up
      functions of your office.)
      DISPOSITION: Cut off at the end of the calendar year.
      Destroy when 2 years old or when no longer needed,
      whichever is sooner.

   2. Subject Files - Correspondence, memcons, memoranda,
      reports, briefings, and related materials created and
      maintained by the Deputy Director's Office, USIA/USICA.
      DISPOSITION: PERMANENT. Cut off at the end of the
      calendar year. Transfer to Washington National Records
      Center (WNRC) when 3 years old. Transfer to the National
      Archives and Records Administration (NARA) when 25 years
      old in 5-year blocks (e.g, 1970-1974).
      Volume: 8 cubic feet
      Annual Accumulation: 3 cubic feet

   3. Chronological Files
      Extra copy maintained for use by the Deputy Director.
      Official chronological file maintained by the Secretariat
      Staff.
DISPOSITION: Destroy when 2 years old or no longer needed.

4. Speeches by Deputy Director

Text versions of speeches by the Deputy Director of USIA/USICA.

DISPOSITION: PERMANENT. Cut off at end of calendar year. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old in 5-year blocks (e.g., 1970-1974).

5. Schedule of Daily Activities

Calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Deputy Director of USIA and his/her special assistants, executive assistants, staff assistants, confidential assistants, etc.) while serving in an official capacity. Materials determined to be "personal papers" are not covered by this item.

(a) Records containing substantive information the substance of which has not been incorporated into memoranda, reports, correspondence, or other official records.

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old in 5-year blocks.

(b) Records containing routine non-substantive information such as simple lists of dates, times, and name or place of appointments.

DISPOSITION. Destroy at end of incumbency.

Clearances:

Larry R. Taylor
Executive Secretary

Loretta Phillips
Office of the Deputy Director

Lorie J. Nierenberg
Office of the General Counsel