

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
N1-306-88-14

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

DATE RECEIVED
9/29/88

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Office of the Director

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

5. TELEPHONE EXT.
485-7480

DATE
12/17/88

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 9-28-88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Lee Humbert</i>	D. TITLE A. Lee Humbert Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>Office Administrative Files - (Records relating to office administration, internal administration or general housekeeping/follow-up functions of your office.)</p> <p>DISPOSITION: Cut off at the end of the calendar year. Destroy when 2 years old or when no longer needed, whichever is sooner.</p>	GRS 23, Item 1	
2.	<p>Subject Files - Correspondence, memcons, memoranda, reports, briefings, and related materials created and maintained by the Deputy Director's Office, USIA/USICA.</p> <p>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).</p> <p>Volume: 8 cubic feet Annual Accumulation: 3 cubic feet</p>		
3.	<p>Chronological Files</p> <p>Extra copy maintained for use by the Deputy Director. Official chronological file maintained by the Secretariat Staff.</p>		

Copy sent to agency NCR, MTR, MNR 12/22/88

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.

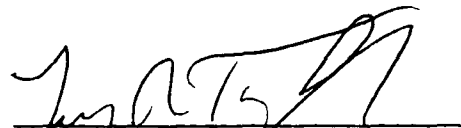
- (a) Records containing substantive information the substance of which has not been incorporated into memoranda, reports, correspondence, or other official records.

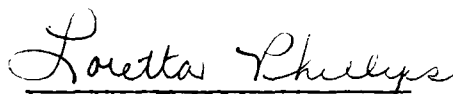
DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old in 5-year blocks.

- (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