

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
N1-306-88-1 5

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 (D)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Operations Center (D/SO)

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

5. TELEPHONE EXT.
485-7480

DATE
10/1/88
ARCHIVIST OF THE UNITED STATES
[Signature]

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 <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 GRS OR SUPERSEDED JOB CITATION	10.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>Subject Files - Afternoon Summaries of Daily Activities (reports created in Operations Center for distribution throughout D), WORLDNET Reports (created in Operations Center) on audience response to WORLDNET, and other memoranda, correspondence, telegrams, and materials created in the Operations Center.</p> <p>DISPOSITION: PERMANENT. Cut off at end of calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.</p> <p>Volume on hand: 10 cubic feet Annual accumulation: 2 cubic feet</p>		
2.	<p>Chronological Files</p> <p>DISPOSITION: Destroy when 2 years old or no longer needed for office administration.</p>		

*copies sent to agency
NCF, NNR, NNT*

12/22/88

3. Restricted Cable Traffic - Director Distribution (DIRDIS), Special Distribution (SPECDIS), Limited Distribution (LIMDIS), Exclusive Distribution (EXDIS), No Distribution (NODIS), and related Director's reports on restricted cables and their responses. The only copies of these restricted cables and their responses are maintained in the Operations Center. Responses to this limited or restricted distribution is created/forwarded to Operations Center for distribution.

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

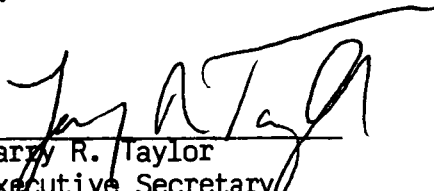
Volume on hand: 10 cubic feet
Annual accumulation: 2 cubic feet

4. Watch Officer Logs - Contains daily shift/day happenings (calendar), of activities in the Operations Center, and notes documenting appointments, telephone calls, trips, visits, and other activities affecting a high-level government official, e.g., Director, Deputy Director. These Watch Officers and their aides are considered as special assistants, staff assistants, and confidential assistants to the Director/Deputy Director USIA.


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

Volume on hand: 4 cubic feet
Annual Accumulation: 1 cubic feet

Clearances:


Larry R. Taylor
Executive Secretary


Jonathan Owens, Chief
Operations Center


Lorie Nierenberg
Office of the General Counsel