

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
NI-306-88-16

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

DATE RECEIVED
10-7-88

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
President's U.S.-Soviet Exchange Initiative

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

5. TELEPHONE EXT.
485-7480

DATE
12/19/88

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	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 GRS OR SUPERSEDED JOB CITATION	10.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><u>Files of the Coordinator - President's U.S.-Soviet Exchange Initiative -</u></p> <p>Files containing information relating to the activities, functions, duties, and responsibilities of high-level bureau officials. Includes reports, correspondence, memoranda, telegrams, and other material.</p> <p>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.</p> <p>Volume on hand: 2 1/2 c.f. Annual accumulation: 1 c.f.</p>		

2. Information Requests Files -

Requests for publication and general correspondence to include information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.

DISPOSITION: Destroy when 3 months old.

3. Chronological Files -

Contains chronological or reading files of correspondence, cables, memoranda, and action requests maintained at the Coordinator level for the entire President's U.S.-Soviet Exchange Initiative. (Excludes individual staff members' and project officers' files maintained for convenience purposes only.)

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: 2 1/2 c.f.
Annual accumulation: 1 c.f.

4. Program and Project Subject Files -

Memoranda, reports, correspondence, incoming and outgoing telegrams, press releases, transcripts of interviews, minutes of meetings, speeches, and other material relating to the programs, policies, and activities of the President's U.S.-Soviet Exchange Initiative. Records cover projects and other activities in the areas of health, sports, youth exchange, performing arts, delegations, trips/visits, education, exhibits, film/publications, TV/radio, citizen exchange, agreements, and other areas.

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: 5 1/2 c.f.
Annual accumulation: 2 c.f.

5. Working Papers -

Contains project background records, such as studies, analyses, notes, drafts, and interim reports.

DISPOSITION: Destroy 5 months after final action on project report or 3 years after completion of report if no final action is taken.

6. Weekly/Monthly Reports to the Director -

Contains reference copies of D/R's reports to the Director of USIA.

DISPOSITION: Destroy when 3 years old.

~~7. Duplicate Documentation and Personnel Files -~~

~~Contains duplicate documentation and personnel files maintained outside Personnel Offices.~~

~~DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.~~

GRS 1,
Item 18a

8. Schedules of Daily Activities -

Calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Coordinator, U.S.-Soviet Exchange Initiative, 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.

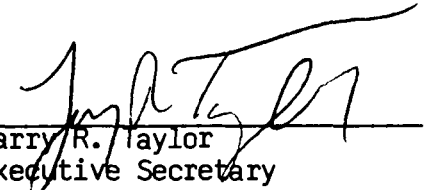
9. Office Administrative Subject Files -

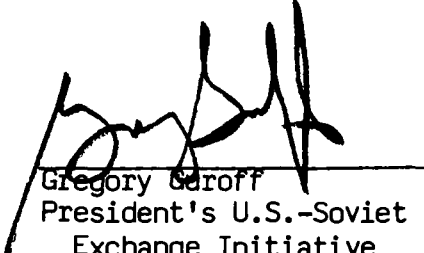
Contains memoranda, correspondence, purchase orders, and other material relating to the operation and administration of the office.

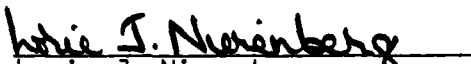
DISPOSITION: Out off at the end of the calendar year.
Destroy when 2 years old or when no longer needed,
whichever is sooner.

GRS 23,
Item 1

Clearances:


Larry R. Taylor
Executive Secretary


Gregory Garoff
President's U.S.-Soviet
Exchange Initiative


Lorie J. Nierenberg
Office of the General Counsel