

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-306-88-17
1. FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	12/2/88
2. MAJOR SUBDIVISION Office of the Director		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Secretariat Staff		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall/Margaret Pape	5. TELEPHONE EXT. 485-7480	DATE	ARCHIVIST OF THE UNITED STATES
6. CERTIFICATE OF AGENCY REPRESENTATIVE		12/2/88	<i>C. Lee Humbert</i>

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 12/1/88	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 GRS OR SUPERSEDED JOB CITATION	10.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>Correspondence Management System (CMS) or its equivalent-</p> <p>CMS is a tracking system in electronic form used to index, control, retrieve, and document the status of correspondence of the Office of the Director. (See NI-306-87-9 for schedule covering the correspondence files.)</p> <p>a. Paper print-out.</p> <p>Make a hard-copy printout at the end of the calendar year. Transfer to WNRC at the same time as the associated subject files of the Office of the Director (annual blocks when no longer needed for USIA administration). Transfer to the National Archives in 5-year blocks when 25 years old.</p> <p>Volume: 15 cubic feet Annual Accumulation: 3 cubic feet</p>		

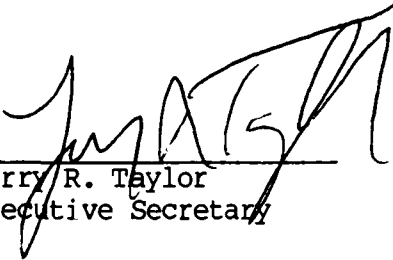
b. Machine-readable format

Break file at the end of the tenure of each Director of USIA. Transfer along with basic data and supporting documentation to the National Archives. Records (tapes) must be in a software independent format consistent with the requirement of 36 CFR 1228.188(a).

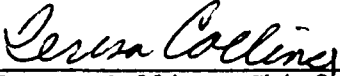
Volume: 16 computer tapes

Annual Accumulation: 2 computer tapes annually.

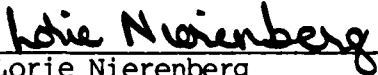
Clearances:



Larry R. Taylor
Executive Secretary



Teresa Collins, Chief
Secretariat Staff



Lorie Nierenberg
Office of the General Counsel