

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO N1-306-88-18	DATE RECEIVED <b>4/4/89</b>
1 FROM (Agency or establishment) <b>United States Information Agency</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of the Director</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. <i>Lee</i>	
3 MINOR SUBDIVISION <b>Coordinator, Office of German-American Contacts</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Margaret G. Pape/Retta Graham-Hall</b>	5 TELEPHONE EXT <b>485-1408</b>	DATE <b>4/12/89</b>	ARCHIVIST OF THE UNITED STATES <i>Claudia...</i>

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 5 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 <b>4/4/89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Lee Humbert</i>	D. TITLE <b>A. Lee Humbert Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>The Office of German-American Contacts was established under the Office of European Affairs (EU) in 1982 through October 1984. In November 1984, the responsibility was transferred to the Bureau of Educational and Cultural Affairs (E) and remained in E until December 7, 1987. From December 7, 1987 to present, this Office was reorganized to function under the Office of the Director.</p> <p>PROJECT SUBJECT FILES - Projects covered under this item are: Friendship Garden, Interagency Steering Committee on U.S. German Contacts, and President's Commission on German-American Tricentennial. The legislation and organizational files indicate that this Agency mission started in 1982 with the Director as the President's Personal Representative to the Presidential Commission on German-American Tricentennial. The Friendship Garden was a project of this Presidential Commission, and in 1983 the Interagency Steering Committee on U.S.-German Contacts paralleled with the President's Commission and started coordination with 22 federal agencies. Since 1983, the Director has served as Chairman of this Committee.</p>		

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Consist of all records relating to a specific project from inception to completion. Included are correspondence with other federal agencies and governments, commission and committee meeting and organization materials, background, and working papers, state and local governments, private companies, organizations, institutions, and private individuals; organization files; memorandums; staff studies and reports; associated finding aids (5 Tricentennial notebooks); and related records.

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

Volume: 24 cubic feet  
Annual Accumulation: 2 cubic feet

2. 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 of the German-American Contacts to the USIA and his/her special assistants, executive assistants, staff assistants, confidential assistants, etc while serving in an official capacity. Materials determined to be "personal records" 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. Transfer to WNRC immediately. Transfer to NARA when 25 years old in 5-year blocks. (GRS 23 Item 5a) [REDACTED]~~

~~Volume: 2 cubic feet  
Annual Accumulation: .5 cubic feet~~

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

~~DISPOSITION: Destroy or delete when no longer needed (GRS 23 Item 5b).~~

3. GENERAL CORRESPONDENCE FILES - General correspondence files consist of letters received and copies of letters sent concerning the overall mission of the Office of German-American Contacts, i.e., weekly reports to the Director, fundraising records, commission and committee meeting and organization material, background and working papers are also included, consultations, and private sector involvement in German-American affairs and associated finding aids (15 notebooks).

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DISPOSITION: PERMANENT. Transfer to WNRC immediately.  
Transfer to NARA when 20 years old in 5-year blocks.

Volume: 10 cubic feet  
Annual Accumulation: 2 cubic feet

4. CHRONOLOGICAL FILES - Chronological or reading files maintained for the entire Office of German-American Contacts by individual staff members or project offices.

DISPOSITION: Destroy when 2 years old.

5. STAFF REFERENCE FILES - Reference files include drafts of correspondence, reports and studies; copies of material retained under other items of this schedule; and publications from other government agencies, or private organizations and institutions.

DISPOSITION: Destroy when obsolete, superseded, or upon termination.

6. 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.

7. ~~ADMINISTRATIVE FILES - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers, day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.~~

~~DISPOSITION: Destroy when 2 years old or when no longer needed, whichever is sooner. (GRS 23 Item 1)~~

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8. CONTACTS SYSTEM - This is an electronic system of records storing biographic data, telephone numbers, participation in Tricentennial and German-American activities, amount of money contributed or pledged by individuals and organizations to the Commission. The system contains U.S. private sector leaders; representatives of foreign countries resident and non-resident in the U.S.; U.S. legislative and executive branch personnel who are interested in German-American relations and the German-American Tricentennial. This system is intended to provide these individuals with information on the activities of the Commission and the Tricentennial events, request information on programs they may be planning for the Tricentennial, to solicit participation in these activities, or to obtain support, financial or otherwise, to enable the Commission to carry out its activities.

The records maintained on this system are duplicated in the finding aids for the correspondence files (Item 4 above) and also maintained in the correspondence files themselves. The finding aids are subject to Permanent retention as outlined in item 4 (as hard paper copies).

DISPOSITION: Destroy when 3 years old or no longer needed for reference, whichever is sooner.

9. STATE EVENT FILES - Correspondence, publications, lists, project proposals, programs, data forms, and other material relating to state-level celebrations of the German-American tricentennial.

DISPOSITION: Destroy when 2 years old.

10. PHOTOGRAPHS AND NEGATIVES - Photographs, negatives, and caption sheets of German-American Tricentennial Commission and USIA German-American Contacts activities and information regarding copyright and ownership of the photographs.

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DISPOSITION: Cut off at the end of the calendar year.  
Transfer to WNRC immediately. Transfer to the National  
Archives when 5 years old.

Volume: 4 cubic feet      Annual accumulation: .5 cubic feet

Clearances:

Kathrine Papathanassiou

Kathrine Papathanassiou  
Coordinator, Office of  
German-American Contacts

Arthur E. Green

Arthur E. Green  
Executive Secretary  
Office of the Director

Lorie Nierenberg

Lorie Nierenberg  
Assistant General Counsel  
Office of the General Counsel