

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-88-19

DATE RECEIVED

1/30/89

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

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Office of the Director

3. MINOR SUBDIVISION

Director Private Sector Committees

4. NAME OF PERSON WITH WHOM TO CONFER

Retta Graham-Hall/Margaret G. Pape

5. TELEPHONE EXT.

485-7480

DATE

2/8/89

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 3 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

1/18/89

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

A. Lee Humbert
Records Management Officer

7. ITEM NO.

1.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Private Sector Committees' Files

The files of the Private Sector Committees are divided into individual Committee sections and include (1) general file for each which contains the committee charter (if it is an Advisory Committee) as well as any material of a general nature relating to the Committee activities, (2) individual meeting files, and (3) a file for each committee member which includes correspondence with that member and biographical data. The individual meeting files contain the agenda, minutes of the meeting and briefing materials.

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

Volume on hand: 10 c.f.
Annual Accumulation: 2 c.f.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

*Copies sent to agency
NCF
NMI, NNR*

2/9/89

2. Project/Subject Files

Project/Subject files consist of all records relating to a specific project from inception to completion. Included is correspondence with other federal agencies, state and local governments, private companies, organizations and institutions and private individuals.

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

Volume on hand: 10 c.f.
Annual Accumulation: 2 c.f.

3. Organizational Files

The organizational files consist of records relating to the overall organization of the Office of the Private Sector Committees. Included are organizational charts, budget records, personnel files, directives and memorandums to the staff concerning their responsibilities, and related materials.

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.

Volume on hand: 8 c.f.
Annual Accumulation: .5 c.f.

4. General Correspondence Files

General correspondence files consist of memoranda and letters concerning the overall mission of the Private Sector Committees and the International Council; i.e., weekly reports to the Director and correspondence with other Agency elements.

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.

Volume on hand: 8 c.f.
Annual Accumulation: .5 c.f.

5. Chronological Files

Chronological or reading files are maintained for all Private Sector Committees and the International Council. These files contain a copy of all materials prepared for this office.

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.

Volume on hand: 4 c.f.
Annual Accumulation: .5 c.f.

6. Annual Report.

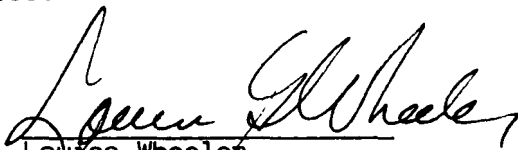
a. Master Set.


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.

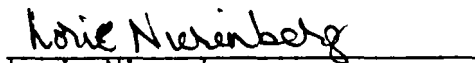
b. Extra copies.

DISPOSITION: Destroy when 3 years old.

Clearances:


Louise Wheeler
Director, Office of
Private Sector Committees


Larry A. Taylor
Executive Secretary


Lorie Nierenberg
Office of the General Counsel