**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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

FROM (Agency or establishment):
United States Information Agency

MAJOR SUBDIVISION:
Office of the Director

MINOR SUBDIVISION:
Director Private Sector Committees

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

TO: GENERAL SERVICES ADMINISTRATION
DATE RECEIVED: 1/30/89

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

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

6. CERTIFICATE OF AGENT 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.

<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Private Sector Committees' Files</strong></td>
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<td>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.</td>
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<td></td>
<td>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.</td>
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<td></td>
<td>Volume on hand: 10 c.f.</td>
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<td>Annual Accumulation: 2 c.f.</td>
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</table>
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: .5 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.


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 R. Taylor
Executive Secretary

Lorie Nierenberg
Office of the General Counsel