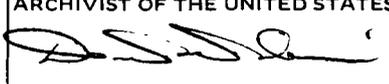


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-306-88-20	DATE RECEIVED 1/30/89
1. FROM <i>(Agency or establishment)</i> United States Information Agency		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Director Private Sector Committees			
4. NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall/Margaret G. Pape	5. TELEPHONE EXT. 485-7480	DATE 2/9/89	ARCHIVIST OF THE UNITED STATES 
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 <u>3</u> 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: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.			
B. DATE 1/18/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Lee Humbert Records Management Officer Records Management Officer	
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 GRS OR SUPERSEDED JOB CITATION	10.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><u>International Council Conference files -</u></p> <p>The International Council files include: separate sections covering program events and membership information - one for the first International Council conference which took place in October, 1987 and one for the second conference which took place in June, 1988. These records relate to the establishment, organization and membership of the International Council. The files include (1) printed materials use for the conferences; i.e., official programs and reports; (2) correspondence with conference briefers, i.e., The White House, Cabinet officials, etc., (3) memoranda prepared for the Director and other elements within USIA regarding the conferences, and (4) budget files.</p> <p>Files are also maintained for (1) Participating countries with cables to/from USIS posts, and (2) each Council invite and include invitations, acceptances or regrets, correspondence, bio information and registration forms, as well as other International Council materials.</p>		

*Copies sent to agency
NCF, MNT, MNR 2/9/89*

a. Individuals Files.

DISPOSITION: PERMANENT. Cut off at end of meeting and follow-up.
Transfer to Washington National Records Center when 3 years old.
Transfer to National Archives when 25 years old in 5-year blocks.

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

b. Summary books.

DISPOSITION: Destroy when 3 years old.

c. Program Events/Lists.

DISPOSITION: PERMANENT. Cut off at end of meeting and follow-up.
Transfer to WNRC when 3 years old. Transfer to the National Archives
when 25 years old in 5-year blocks.

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

d. Chronological Files.

DISPOSITION: PERMANENT. Cut off at end of meeting and follow-up.
Transfer to WNRC when 3 years old. Transfer to the National Archives
when 25 years old in 5-year blocks.

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

2. Official Report.

a. Master Set.

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

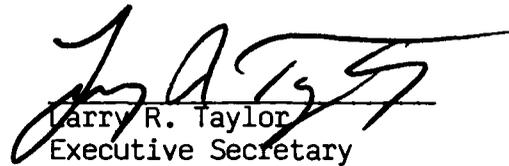
b. Extra copies.

DISPOSITION: Destroy when 3 years old.

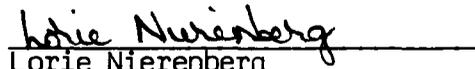
Clearances:



Louise Wheeler
Director, Office of
Private Sector Committees



Larry R. Taylor
Executive Secretary



Lorie Nierenberg
Office of the General Counsel