

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. N1-306-89-3

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

DATE RECEIVED 3/1/89

1. FROM (Agency or establishment)
United States Information Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Bureau of Educational & Cultural Affairs

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER
Retta Graham-Hall

5. TELEPHONE EXT.
485-7480

DATE
3/8/89

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 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	C. SIGNATURE OF AGENCY REPRESENTATIVE  A. Lee Humbert	D. TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;"><u>EXECUTIVE OFFICE</u></p> <p>NOTE: This includes Administrative Support and Budget and Financial Management.</p> <p>Office Administration Files - Contain 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.</p>		

115-108 *Copies sent to agency*
MM, NARS 3/10/89

~~DISPOSITION: Break file at end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner.~~

GRS 23
Item 1

2. ~~Personnel Files - Contain duplicate documentation of personnel files maintained outside Personnel Offices.~~

~~DISPOSITION: Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee within one year after separation or transfer.~~

GRS 1
Item 18(a)

3. Working Papers and Background Material - Contain project background records, such as studies, analyses, notes drafts, and interim reports.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

4. Chronological Files - Contain extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.

DISPOSITION: Destroy when purpose has been served (usually one year).

5. Accountable Officers' Files - Contain
(A) Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.

Site audit records include, but are not limited to, the Standard and Optional forms; also included are equivalent agency forms which document the basic financial transaction as described above.

~~DISPOSITION: Break file at end of the fiscal year.
Destroy 6 years and 3 months after period covered by
account.~~

GRS 6
Item 1(a)

~~(B) Memorandum or extra copies of accountable officers'
returns including statements of transactions and
accountability, all supporting vouchers, schedules, and
related papers not covered elsewhere in this schedule.~~

~~DISPOSITION: Break file at end of the fiscal year.
Destroy 3 years after the period of the account.~~

GRS 6
Item 1(b)

6. Budget Files - Contain
(A) Budget Estimate and Justification Files - Copies of budget estimates and justifications prepared or consolidated in budget offices at the bureau (or equivalent) level. Included are appropriation language sheets, narrative statements, and related schedules and data.

DISPOSITION: Break file at end of fiscal year. Dispose of when 3 years old.

(B) Working papers and background materials.

DISPOSITION: Break file at end of the fiscal year.
Destroy 2 years after the close of the fiscal year covered by the budget.

7. ~~Budget Correspondence Files - Contain correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.~~

~~DISPOSITION: Break file at end of fiscal year. Destroy when 2 years old or no longer needed.~~

GRS 5
Item 1

8. ~~Budget Background Records - Contain working papers, cost statements and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in item 7; and originating offices' copies of reports submitted to budget offices.~~

~~DISPOSITION: Break file at end of the fiscal year.
Destroy one year after the close of the fiscal year covered by the budget.~~

~~GRS 5
Item 2~~

9. ~~Budget Reports Files - Contain periodic reports on the status of appropriation accounts and apportionment.~~

~~A. Annual report (end of fiscal year).~~

~~DISPOSITION: Destroy when 5 years old.~~

~~GRS 5
Item 3(a)~~

~~B. All other reports.~~

~~DISPOSITION: Destroy 3 years after the end of the fiscal year.~~

~~GRS 5
Item 3(b)~~

10. ~~Budget Apportionment Files - Contain apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.~~

~~DISPOSITION: Break file at end of the fiscal year.
Destroy two years after the close of the fiscal year.~~

~~GRS 5
Item 4~~

11. General Procurement Files - Contain contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, and other records described in the Federal Acquisition Regulation, 48 CFR 4.805.

~~A. Procurement or purchase organization copy, and related papers necessary for GAO or internal audit purposes.~~

~~(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.~~

~~DISPOSITION: Destroy 6 years and 3 months after final payment.~~

~~GRS 3
Item 3(a)(1)~~

~~(2) Transactions of \$25,000 or less and construction contracts under \$2,000.~~

~~DISPOSITION: Destroy 3 years after final payment.~~

~~GRS 3
Item 3(a)(2)~~

~~B. Obligation copy.~~

GRS 3
Item 3(b)

~~DISPOSITION: Destroy when funds are obligated.~~

~~C. Other copies of records described above used by component elements of a procurement office for administrative purposes.~~

~~DISPOSITION: Destroy upon termination or completion.~~

GRS 3
Item 3(c)

12. ~~Grantee Record Files (Grantee contracts originated in granting office) - contains copies of grant forms, justifications, and payment records involved with the Grantee Program.~~

~~DISPOSITION: Transfer to WNRC two years after completion of grant. Destroy 5 years after completion of grant. (NCl-306-81-4-item 2)~~

NCl-306-81-4
Item 2

CLEARANCES:

C. Philip Clutts
C. Philip Clutts, Chief E/XA
Administrative Support Division

Lorie J. Nierenberg
Lorie J. Nierenberg, GC
Office of the General Counsel