

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-306-89-4

DATE RECEIVED

5/9/89

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

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Bureau of Educational & Cultural Affairs

3. MINOR SUBDIVISION

Office of the Associate Director/Cultural Property Advisory Committee

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Retta Graham-Hall

5. TELEPHONE EXT.

485-7480

DATE

5/18/89

ARCHIVIST OF THE UNITED STATES

*Claudia [Signature]*

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 5/4/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas H. Connor</i> for 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 GRS OR SUPERSEDED JOB CITATION	10.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><u>CULTURAL PROPERTY ADVISORY COMMITTEE STAFF</u></p> <p><u>Meeting Files</u> - Contain agendas, memorandums, minutes of meetings, meeting announcements, correspondence, testimony, and other material relating to the policies, plans and activities of the Cultural Property Advisory Committee.</p> <p>DISPOSITION: PERMANENT. Break file annually. Transfer to WNRC when two years old. Transfer to NARA when 25 years old in five-year blocks.</p> <p>Volume on Hand: 3 C.F. Annual Accumulation: less than 1 C.F.</p>		
2.	<p><u>Request Files</u> - Contains requests received by USIA from other countries and referred to the Committee for review. All aspects of the review and investigation process and the preparation of Committee reports, photographs of typical artifacts, lists of experts to identify artifacts, and correspondence and U.S. Customs documents implementing import restrictions are kept. Also, contains records of the Committee's ongoing review of effectiveness of the import restrictions and reports to the President and the Congress.</p>		

*Copies sent to agency NCF, NNT, NRC 5/22/89*

DISPOSITION: PERMANENT. Transfer to WNRC two years after the expiration of restrictions. Transfer to National Archives when 25 years old in five-year blocks.

Volume on Hand: 3 C.F.  
Annual Accumulation: .75 C.F.

3. Country Files - Contains files arranged by country and USIS post. These include correspondence, country plans, foreign legislation, newspaper articles and any issues and concerns of a specific country.

DISPOSITION: PERMANENT. Break file annually. Transfer to WNRC when 2 years old. Transfer to the National Archives when 25 years old.

Volume on Hand: 20 C.F.  
Annual Accumulation: 3 C.F.

4. Subject Files - Contains information on cultural property concerns generally and illicit trafficking specifically. They are organized by Federal agency, museum, organization, legislation or topic.

DISPOSITION: PERMANENT. Break file annually. Transfer to WNRC when three years old. Transfer to National Archives when 25 years old in five-year blocks.

Volume on Hand: 3 C.F.  
Annual Accumulation: .75 C.F.

5. Historic Documents File - Contain documents and other material relating to the authorization and operations of the Cultural Property Advisory Committee, USIA, and the U.S. Government in the area of cultural property. Included are the committee's charter, bylaws, and procedures; legislative histories; and Executive Orders.

DISPOSITION: PERMANENT. Maintain file intact until committee is terminated or the files are no longer needed. Transfer directly to National Archives.

Volume on Hand: 5 C.F.  
Annual Accumulation: 1.25 C.F.

RECORDS COMMON TO MOST OFFICES

6. Office Administration 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: Break file at end of the fiscal year. Destroy when two years old or when no longer needed, whichever is sooner.

GRS 23,  
Item 1

7. Personnel Files - Duplicate documentation of personnel files maintained outside Personnel Offices.

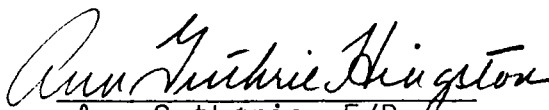
DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.

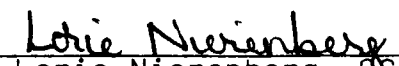
GRS 1,  
Item 18(a)

8. Chronological Files - 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: PERMANENT. Break annually. Transfer to WNRC when three years. Transfer to National Archives when 25 years old in five-year blocks.

CLEARANCE:

  
Ann Guthrie, E/B  
Executive Director

  
Lorie Nierenberg, GC  
General Counsel