

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-306-89-5*

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

DATE RECEIVED *1/31/89*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

5. TELEPHONE EXT.  
**485-7480**

DATE *2/11/89* ARCHIVIST OF THE UNITED STATES *[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 7 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 <i>1/19/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE <i>A. Lee Humbert</i> Records Officer <i>[Signature]</i>
---------------------------	---------------------------------------	---

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 GRS OR SUPERSEDED JOB CITATION	10.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>OFFICE OF THE DIRECTOR</u></p> <p>NOTE: Records that are common to most offices are included at the end of this schedule.</p> <p>Program Subject Files - Contain information relating to the activities, functions, duties, art contracts, and responsibilities of the the Arts America Program. Includes reports, correspondence, memoranda, telegrams, minutes of staff meetings, and other records relating to the development of policy concerning programs and other material relating to the educational and cultural programs.</p> <p>a. File Categories ORG (Organization and Management), CUL (Culture), and EXH (Exhibits).</p> <p>Volume on hand: 6 cubic feet Annual accumulation: 3 cubic feet</p> <p>DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when three years old. Transfer to the National Archives in five-5 year blocks when 25 years old.</p>		

b. All other file categories.

DISPOSITION: Cut off at the end of the calendar year.  
Destroy when three years old.

2. Chronological Files - Contain extra copies of incoming and outgoing telegrams, correspondence, and memorandums. Files are maintained for reference purposes only.

DISPOSITION: Cut off at the end of the calendar year.  
Destroy when purpose has been served (usually one year).

3. General Correspondence - Contain incoming letters and a copy of the response on routine, non-substantive matters such as requests for information.

DISPOSITION: Cut off at the end of the calendar year.  
Destroy when 2 years old or no longer needed, whichever is sooner.

4. Congressional Correspondence - Contain copies of each incoming Congressional inquiry referred to Arts America and a copy of the response.

Disposition: Cut off at the end of the calendar year.  
Destroy when 2 years old or no longer needed, whichever is sooner.

AFRICA, LATIN AMERICA, AND NEAR EAST DIVISION

5. Geographic Areas - General Subject Country Files - Contain records pertaining to the operation of the educational and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material concerning the Arts America Program.

DISPOSITION: Cut off on termination of grant. Transfer to WNRC two years after termination of grant. Destroy 25 years after termination of grant.

6. Geographic Areas - American and Foreign Grantee Files - Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees concerning the Arts America Program. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence.

DISPOSITION: Cut off on termination of grant. Transfer to WNRC two years after termination of grant. Destroy 25 years after termination of grant.

7. Resource Reference Files - Contain correspondence, memos, telegrams, news releases, articles, and reprints concerning the Arts America Program.

DISPOSITION: Break file annually. Destroy when two years old.

EAST ASIA AND EUROPE DIVISION

8. Geographic Areas - General Subject Country Files - Contain records pertaining to the operation of the educational and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material concerning the Arts America Program.

DISPOSITION: Cut off on termination of grant. Transfer to WNRC two years after termination of grant. Destroy 25 years after termination of grant.

9. Geographic Areas - American and Foreign Grantee Files - Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees concerning the Arts America Program. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence.

DISPOSITION: Cut off on termination of grant. Transfer to WNRC two years after termination of grant. Destroy 25 years after termination of grant.

10. Resource Reference Files - Contain correspondence, memos, telegrams, news releases, articles, and reprints concerning the Arts America Program.

DISPOSITION: Break file annually. Destroy when two years old.

FINE ARTS EXHIBITIONS AND MEDIA DIVISION

11. Geographic Areas - General Subject Country Files - Contain records pertaining to the operation of the educational and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material concerning the Arts America Program.

DISPOSITION: Cut off on termination of grant. Transfer to WNRC two years after termination of grant. Destroy 25 years after termination of grant.

12. Geographic Areas - American and Foreign Grantee Files - Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees concerning the Arts America Program. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence.

DISPOSITION: Cut off on termination of grant. Transfer to WNRC two years after termination of grant. Destroy 25 years after termination of grant.

13. Public Relations Files - Contain news releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events sponsored by the Arts America Program.

DISPOSITION: Break file annually. Destroy when 5 years old.

RECORDS COMMON TO MOST OFFICES

14. ~~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.~~

~~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

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

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

GRS 1  
Item 18(a)

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

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

17. Country Plans - Contains original copy of approved Country Plans, Country Data Papers, program memorandums assessment reports and institutional analysis for each nation where USIA operates. Country Plans provide executive direction to Agency activities by establishing program objectives tailored to specific countries in accordance with US foreign policy. The other documents provide information on media, political, social or economic conditions and/or analyze program effectiveness.

Extra copies of Country Plans maintained as a set for reference purposes.

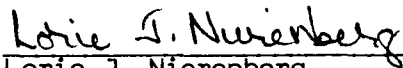
DISPOSITION: Destroy when three years old.

CLEARANCES:



---

William Thompson  
Director, E/D



---

Lorie J. Nierenberg  
General Counsel, GC