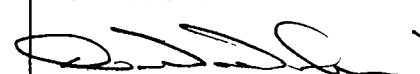



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-306-896
1. FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	1/31/89
2. MAJOR SUBDIVISION Bureau of Educational & Cultural Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION International Youth Exchange Staff		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 2/29/89	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 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 1/19/89	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE Lee Humbert  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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>Office of International Youth Exchange</u>		
	NOTE: Records that are common to most offices are included at the end of this schedule.		
1.	General Subject/Country Files - Contains records pertaining to the operation of the International Youth Exchange (IYE) programs of a particular geographic area and/or country including State Department background notes, annual reports, evaluations, agreements, program proposals, budget analyses, and general administrative material. Break file annually. DISPOSITION: PERMANENT. Transfer to WNRC when two years old. Transfer to NARA when 25 years old in five-year blocks. Volume on hand: 2 c.f. Annual accumulation: .25 c.f.		
2.	International Youth Exchange Grantee Files - Contains individual grantee program or project files and team programs involving more than one grantee in all categories of grantees. Includes grantees' applications, biographic data sheets, security clearances, grant awards, reports of study or training, evaluation data and related correspondence. Cut off on termination of grant.		

DISPOSITION: Transfer to WNRC one year after termination of grant. Destroy five years after termination of grant. (NCl-306-81-4-item 2)

3. Project Working Papers - Contains files of program development officers information (memos, cables, other correspondence) on the International Youth Exchange.

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

4. Photo Files - Contains photos of grantees involved with the Youth Exchange Program. The photos contain the grantees and different high-level government officials from around the world. These photos are used for publications and annual reports.

DISPOSITION: Transfer to WNRC when two years old. Destroy when five years old.

RECORDS COMMON TO MOST OFFICES

5. ~~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, 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

6. ~~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 within one year after separation or transfer.~~

GRS 1
Item 18(a)

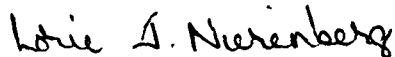
7. Chronological Files - Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.

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

CLEARANCES:



Robert Persiko
Deputy Director, E/YX



Lorie J. Nierenberg, GC
General Counsel