

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.	N1-306-89-7
1. FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	11/2/88
2. MAJOR SUBDIVISION Bureau of Educational & Cultural Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of International Visitors		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 TELEPHONE EXT. 485-7480	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 11 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 11-1-88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Lee Humbert</i>	D. TITLE A. Lee Humbert Records 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 GRS OR SUPERSEDED JOB CITATION	10.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>OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR</u></p> <p>NOTE: Records that are common to most offices are included at the end of this schedule.</p> <p>Subject/Project Files - Contain information relating to the activities, functions, duties, and responsibilities of high-level Bureau officials. Includes reports, correspondence, memoranda, telegrams, and other material related to the Educational and Cultural Exchange Programs. Example: Cultural Operations.</p> <p>DISPOSITION: PERMANENT. Break file annually. Retire to WNRC when three years old. Transfer to the National Archives when 25 years old in five-year blocks.</p> <p>Volume on Hand: 6 c.f. Annual Accumulation: 1 c.f.</p>		WITHDRAWN

2. Program Files - Contain minutes of staff meetings, reports, memoranda and correspondence relating to development of policy concerning programs including English-teaching Seminars and Musical Presentations.

WITHDRAWN

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

Volume on Hand: 1 c.f.
Annual Accumulation: .25 c.f.

3. Grantee Files - (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.

WITHDRAWN

DISPOSITION: Break file annually. Transfer to WNRC when 2 years old. Destroy when five years old.
(NCl-306-81-4, Item 1)

4. Grantee Files - (Geographic Areas - American and Foreign) Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data and related correspondence. Cut off on termination of grant.

WITHDRAWN

DISPOSITION: Transfer to WNRC one year after termination of grant. Destroy 5 years after termination of grant.
(NCl-306-81-4, Item 2)

GROUP PROJECTS DIVISION

5. Grantee Files - (Geographic Areas - General Subject/Country Files) contain records pertaining to the operation of the education and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material.

WITHDRAWN

DISPOSITION: Break files annually. Transfer to WNRC when 2 years old. Destroy when five years old. (NC1-306-81-4, Item 1)

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

WITHDRAWN

DISPOSITION: Transfer to WNRC two years after termination of grant. Destroy 5 years after termination of grant. (NC1-306-81-4, Item 2)

GRANT PROGRAMS DIVISION
to include the geographic area offices of
AMERICAN REPUBLICS
NEAR EAST/SOUTH ASIA
EUROPE
EAST ASIA
AFRICA

WITHDRAWN

7. Grantee Files - (Geographic Areas - General Subject/Country Files) contain records pertaining to the operation of the education and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material.

DISPOSITION: Break file annually. Transfer to WNRC when 2 years old. Destroy when five years old.
(NCL-306-81-4, Item 1)

8. Grantee Files - (Geographic Areas - American and Foreign) Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantee's application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data and related correspondence. Cut off on termination of grant.

DISPOSITION: Transfer to WNRC two years after termination of grant. Destroy 5 years after termination of grant. (NCL-306-81-4, Item 2)

9. Program Administrative Subject File - Contain grantee program reports, budgets and correspondence relating to grant program administration.

DISPOSITION: Destroy when 2 years old.

WITHDRAWN

WITHDRAWN

COMMUNITY RELATIONS DIVISION

10. Grantee Files - (Geographic Areas - General Subject/Country Files) contain records pertaining to the operation of the education and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material. WITHDRAWN
- DISPOSITION: Break file annually. Transfer to WNRC when 2 years old. Destroy when five years old.
(NC1-306-81-4, item 1)
11. Grantee Files - (Geographic Areas - American and Foreign) Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantee's application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data and related correspondence. Cut off on termination of grant. WITHDRAWN
- DISPOSITION: Transfer to WNRC two years after termination of grant. Destroy 5 years after termination of grant. (NC1-306-81-4, Item 2)

A. Program Resources

12. Grantee Files - (Geographic Areas - General Subject/Country Files) contains records pertaining to the operation of the education and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material.

WITHDRAWN

DISPOSITION: Break file annually. Transfer to WNRC when 2 years old. Destroy when five years old.
(NC1-306-81-4, item 1)

13. Grantee Files - (Geographic Areas - American and Foreign) Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence. Cut off on termination of grant.

WITHDRAWN

DISPOSITION: Transfer to WNRC two years after termination of grant. Destroy 5 years after termination of grant. (NC1-306-81-4, Item 2)

14. Committee and Conference Files - Contain (GRS-12)
a. Records relating to establishment organization, membership, and policy.

WITHDRAWN

(1) Interagency, advisory, or international committees.

DISPOSITION: PERMANENT. Transfer to WNRC when two years old. Transfer to NARA when 25 years old.

Volume on hand: 1 c.f.
Annual accumulation: less than 1 c.f.

(2) Internal committees.

DISPOSITION: Destroy two years after termination of committee.

- b. Records created by committees.
(1) Agenda, minutes, annual reports, and related records documenting the accomplishments of official boards and committees.

a. Records of the Sponsor or Secretariat.

DISPOSITION: PERMANENT. Transfer to WNRC when two years old. Transfer to NARA when 25 years old in five-year blocks.

Volume on hand: 1 c.f.
Annual accumulation: Less than 1 c.f.

WITHDRAWN

b. All other copies.

DISPOSITION: Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

(2) All other committee records.

DISPOSITION: Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

Volume on hand: Less than 1 cubic foot
Annual accumulation: Less than 1 cubic foot

B. Washington Reception Center Branch

15. Grant Correspondence and Subject Files - contain
a. Correspondence and/or subject files including memoranda, studies, reports, forms, and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.

WITHDRAWN

DISPOSITION: PERMANENT. Transfer to the WNRC when 2 years old. Transfer to NARA when 25 years old.
(GRS 3, Item 17)

Volume on hand: 1 c.f.
Annual accumulation: less than 1 c.f.

- b. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

DISPOSITION: Destroy when two years old.
(GRS 3, Item 17)

16. Grantee Files - (Geographic Areas - General Subject/Country Files) contain records pertaining to the operation of the education and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material.

WITHDRAWN

DISPOSITION: Break file annually. Transfer to WNRC when 2 years old. Destroy when five years old.
(NCl-306-81-4, Item 1)

17. Grantee Files - (Geographic Areas - American and Foreign) Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence. Cut off on termination of grant.

WITHDRAWN

DISPOSITION: Transfer to WNRC two years after termination of grant. Destroy 5 years after termination of grant. (NCl-306-81-4, Item 2)

VOLUNTARY VISITORS DIVISION
to include the geographic area offices of
AMERICAN REPUBLICS
NEAR EAST/SOUTH ASIA
EUROPE
EAST ASIA
AFRICA

18. Grantee Files - (Geographic Areas - General Subject/Country Files) contain records pertaining to the operation of the education and cultural programs of a particular geographic area and/or country. Includes annual reports, evaluations, agreements, program proposals budget analysis and general administrative material.
- DISPOSITION: Break file annually. Transfer to WNRC when 2 years old. Destroy when five years old. (NC1-306-81-4, item 1)
19. Grantee Files - (Geographic Areas - American and Foreign) Contain individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantees application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation date and related correspondence. Cut off on termination of grant.
- DISPOSITION: Transfer to WNRC two years after termination of grant. Destroy 5 years after termination of grant. (NC1-306-81-4, Item 2)

WITHDRAWN

WITHDRAWN

RECORDS COMMON TO MOST OFFICES

20. 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.

WITHDRAWN

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

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

WITHDRAWN

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

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

WITHDRAWN

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

23. Chronological Files - Contains 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.

WITHDRAWN

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

24.

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.

WITHDRAWN

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

DISPOSITION: Destroy when three years old.