

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-89-8

DATE RECEIVED

7/19/89

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Bureau of Educational & Cultural Affairs

3. MINOR SUBDIVISION

Office of Academic Programs

4. NAME OF PERSON WITH WHOM TO CONFER

Cathy A. Brown

5. TELEPHONE EXT.

485-7479

DATE

11/7/89

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 10 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 7/17/89	C. SIGNATURE OF AGENCY REPRESENTATIVE Thomas H. Connor	D. TITLE for 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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;"><u>OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR</u></p> <p>NOTE: Records that are common to most offices are located at the back 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>		

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.

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

*Change made per letter  
NC to USIA dated  
10/3/90.*

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

3. ~~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)~~

*NC1-306-81-4  
Item 1*

4. ~~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. 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.~~

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

*NC1-306-81-4  
Item 2*

ACADEMIC EXCHANGE PROGRAMS DIVISION  
to include the geographic area offices of  
EUROPEAN Programs  
AMERICAN REPUBLICS Programs  
AFRICAN Programs  
NEAR EASTERN/SOUTH ASIAN Programs  
EAST ASIAN Programs

5. ~~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)~~

~~NCl-306-81-4  
Item 1~~

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. 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. (NCl-306-81-4, Item 2)~~

~~NCl-306-81-4  
Item 2~~

7. ~~Office Administrative Files - Contain grantee program reports, budgets and correspondence relating to grant program administration.~~

~~DISPOSITION: Destroy when 2 years old.~~

~~GRS 23  
Item 1~~

DIVISION FOR THE STUDY OF THE U.S.  
and STUDY OF THE U.S. BRANCH

8. ~~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)~~

NCl-306-81-4  
Item 1

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. 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. (NCl-306-81-4, Item 2)~~

NCl-306-81-4  
Item 2

PROGRAM DEVELOPMENT AND ACADEMIC RELATIONS

10. ~~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)~~

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 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)~~

NC1-306-81-4  
Item 2

STUDENT SUPPORT SERVICES

12. ~~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.~~

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

NCl-306-81-4  
Item 1

13. ~~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. 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. (NCl-306-81-4, Item 2)~~

NCl-306-81-4  
Item 2

TEACHER EXCHANGE BRANCH

14. ~~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)~~

NC1-306-81-4  
Item 1

15. ~~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. 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)~~

NC1-306-81-4  
Item 2

RECORDS COMMON TO MOST OFFICES

16. ~~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

17. ~~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 one year after separation or transfer.~~

GRS 1  
Item 18(a)

18. 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.

19. 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.

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



20. 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.