

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-306-89-9

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

DATE RECEIVED 8-2-89

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER
Cathy A. Brown

5. TELEPHONE EXT. 485-7479

DATE 8/7/89 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 7/21/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas N. Connor</i>	D. TITLE Thomas Connor, Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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>Office of Private Sector - Private Sector Programs</u> <u>To include Office of the Director and Deputy Director</u> <u>and Private Sector Programs Division Office</u></p> <p>NOTE: Records that are common to most offices are included at the end of this schedule.</p> <p>Grant Proposal Files - Contains correspondence concerning unsolicited grant proposals received or sent to non-profit organizations, institutions, and foundations in support of Educational and Cultural Exchanges between Americans and citizens of other nations. Correspondence includes telegrams, memoranda, letters, contracts and agreements.</p> <p>DISPOSITION: Transfer to WNRC when one year old or inactive. Destroy when 5 years old.</p> <p>Volume on hand: 1 c.f. Annual Accumulation: 1 c.f.</p>		

PRIVATE SECTOR INITIATIVE GRANTS/BILATERAL ACCORDS
DIVISION

2. Grant Proposal Files - Contains correspondence concerning solicited grant proposals sent to organizations, institutions, and foundations in support of Educational and Cultural Exchanges between Americans and citizens of other nations. Correspondence includes telegrams, memoranda, letters, contracts, agreements and Federal Register Notices.

DISPOSITION: Transfer to WNRC when one year old. Destroy when 5 years old.

Volume on hand: 2 c.f.
Annual Accumulation: less than 1 c.f.

ARTISTIC AMBASSADOR PROGRAM

3. Nomination Files - Contains nomination forms and correspondence requesting and responding to letters sent out to 217 schools around the country asking the school to nominate students to participate in the Artistic Ambassador Program.

DISPOSITION: Destroy when superseded or no longer needed.

Volume on hand: 2 c.f.
Annual Accumulation: less than 1. c.f.

4. Audition Files - Contains nomination forms filled out by the nominees. Form contains bio-data of nominee. Also contains score from the result of the audition.

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

5. Country Files - Contains fact sheets on each country. Given to program participants when touring foreign countries.

DISPOSITION: Destroy when superseded or no longer needed.

6. Subject Files. - Correspondence, reports, telegrams, and other material relating to the operation of the Artistic Ambassador Program.

DISPOSITION: Destroy when 3 years old.

7. Press Kits. - Photographs, press releases, copies of articles brochures, and other material relating to each Artistic Ambassador.

DISPOSITION: Destroy when 3 years old.

8. TOUR FILES. - Correspondence, clippings, telegrams, vouchers, travel documents, and other material relating to the tours of Artistic Ambassador.

DISPOSITION: Destroy when 3 years old.

RECORDS COMMON TO MOST OFFICES

9. ~~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

10. ~~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 I,
Item 18(a)

11. Working Papers and Background Material - 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.

12. 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).