

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-306-89-11	DATE RECEIVED 4/4/89
1 FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Director		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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Exec., Spec., Staff, & Ofc. Assts. to Director			
4 NAME OF PERSON WITH WHOM TO CONFER Margaret G. Pape	5 TELEPHONE EXT 485-1408	DATE 4/13/89	ARCHIVIST OF THE UNITED STATES <i>Claude J. Puerker</i>

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 4/4/89	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 <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Subject Files -</p> <p>Correspondence, notes, reports, memoranda, memoranda of conversation, special requests, briefing books, trip books, and other material, both originals and copies, relating to the work of the Director's Executive, Special, Staff and Office Assistants. These files are arranged by Agency element, subject, or name. Included are supporting records (papers, correspondence, raw data, comments, drafts, etc.)</p> <p>DISPOSITION: PERMANENT. Cut off at end of the calendar year., Transfer to WNRC immediately. Transfer to NARA when 25 years old in 5-year blocks.</p> <p>Volume on hand: 20 cubic feet Annual Accumulation: 2 cubic</p>		

2. Schedules of Daily Activities -

Calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Director of USIA and his/her special assistants, executive assistants, staff assistants, confidential assistants, etc., while serving in an official capacity. Materials determined to be "personal records" are not covered by this item.

- a. Records containing substantive information the substance of which has not been incorporated into memoranda, reports, correspondence, or other official records.

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC immediately. Transfer to NARA when 25 years old in 5-year blocks.

Volume on hand: 16 cubic feet
Annual Accumulation: 2 cubic

- b. Records containing routine non-substantive information such as simple lists of dates, times, and name or place of appointments.

DISPOSITION: Destroy at end of incumbency.

3. 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). The Secretariat Staff maintains the official chronological files for the extended Office of the Director and that series is PERMANENT.

4. Public Affairs Contact System -

This is an electronic system of records storing biographic data, telephone numbers, substantive interests in foreign policy, participation in USIA programs overseas and formal and informal events in US. The system contains U.S. private sector leaders; key overseas contacts (non-Americans); legislative and executive branch personnel who deal with USIA and US foreign policy; private citizens and corporations interested in USIA and American public diplomacy; and US businessmen overseas.

Information is made available on a need-to-know basis to personnel of USIA as may be required in the performance of their official duties. This system is utilized by the Director, Deputy Director and their staffs.

DISPOSITION: Destroy when no longer needed.

Clearances:



Rick A. Ruth
Executive Assistant
to the Director



Arthur E. Green
Executive Secretary
Office of the Director



Lorie Nierenberg
Assistant General Counsel
Office of the General Counsel