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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-306-91-1 | DATE RECEIVED 12/24/91 |
| 1 FROM (Agency or establishment) United States Information Agency | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Bureau of Educational and Cultural Affairs | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Office of Associate and Deputy Associate Director (E) | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Jeannette Giovetti | 5 TELEPHONE 202-619-4408 | DATE 1/14/92 | ARCHIVIST OF THE UNITED STATES  |

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached, or has been requested

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| DATE 1/15/91 | SIGNATURE OF AGENCY REPRESENTATIVE  | TITLE Mr. Thomas H. Connor Records Management Officer |
|------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------|--|----------------------------------|---------------------------------|
| 1. | <p style="text-align: center;"><u>Office of the Associate Director and Deputy Associate Director</u></p> <p><u>Subject Files.</u></p> <p>Arranged by subject. Records containing information relating to the activities of the Associate Director and Deputy Associate Director in directing and carrying out the functions and responsibilities of the Bureau of Educational and Cultural Affairs. Includes correspondence, telegrams, memoranda, letters, policy files, reports (including weekly reports to the Director of USIA), and related materials.</p> <p>DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks (e.g., 1990-1995, in 2015).</p> <p>Volume on Hand: 24 cu. ft. Annual Accumulation: 4 cu. ft.</p> | | |

Copies sent to agency, NN-W, NNT, NCF, NIA 1/21/92

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| 2. | <p><u>Program Files.</u></p> <p>Arranged chronologically. Files containing information relating to the activities, functions, duties, and responsibilities of the Executive Staff. Includes reports, correspondence, memoranda, telegrams, project reports, policy files, and other material related to Educational and Cultural Exchange Programs.</p> <p>DISPOSITION: <u>PERMANENT</u>. Cut off annually. Transfer to WNRC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks</p> <p>Volume on Hand: 30 cu. ft. Annual Accumulation: 3-4 cu. ft.</p> | | |
| 3. | <p><u>Schedules of Daily Activities.</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Associate and Deputy Associate Directors of the Bureau of Educational and Cultural Affairs to USIA and his/her special assistants, executive assistants, staff assistants, confidential assistants, etc. while serving in an official capacity, created and maintained in hard copy or electronic form. Materials determined to be "personal records" are not covered by this item.</p> <p>(a) Records containing substantive information the substance of which has not been incorporated into memoranda, reports, correspondence, or other official records.</p> <p>DISPOSITION: <u>PERMANENT</u>. Cut off annually. Transfer to WNRC 3 years after cutoff. Transfer to NARA when 25 years old in 5-year blocks.</p> <p>Volume on Hand: 1-1/2 cu. ft. Annual Accumulation: 3/4 cu. ft.</p> <p>(b) Records containing routine non-substantive information such as simple lists of dates, times, and name or place of appointments.</p> <p>DISPOSITION: Destroy at end of incumbency.</p> | GRS 23 Item 5(b) | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| 4. | <p><u>Successful Grant Application Files.</u></p> <p>Letters, memoranda, grant applications, forms, proposals, agreements, policy documentation, and related materials pertaining to the grant review process.</p> <p>DISPOSITION. Cut off on completion of grant review process. Transfer to WNRC 5 years after cutoff. Destroy 20 years after cutoff.</p> | NC1-306-81-4 item 2 | |

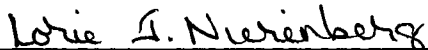
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Concurrences:



William P. Glade, E
Associate Director
Bureau of Educational and Cultural Affairs

Date: 26/11/91



Lorie J. Nierenberg, GC
Assistant General Counsel
Office of the General Counsel

Date: 12/15/91