

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-306-93-3	DATE RECEIVED 3-24-93
1. FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Policy Guidance Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Jeannette Giovetti	5. TELEPHONE 202-619-4408	DATE 4-22-93	ARCHIVIST OF THE UNITED STATES <i>Credity Huskamp Peterson</i>

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 2 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.

DATE 3/2/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>CONFERENCE/PROJECT FILES.</u></p> <p>Consists of all records relating to a specific conference or project from inception to completion coordinated by the Policy Guidance Staff. Included are correspondence, memoranda, telegrams, reports, proposals, press releases, panel discussions, background and working papers, highlights and related materials.</p> <p>Volume on Hand: 1 cubic foot Annual Accumulation: .25 cubic feet</p> <p>DISPOSITION: <u>PERMANENT</u>. Cut off on completion of conference or project. Transfer to WNRC when 3 years old. Transfer to NARA when 20 years old in 5 year blocks.</p>		

Copies sent to agency NCF, NN-W, NNT, NIA 4/29/93

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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7.
ITEM
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10. ACTION
TAKEN (NARA
USE ONLY)

Clearances:

Thomas E. O'Connor

Thomas E. O'Connor
Director, Policy Guidance Staff, (P/G)

3/4/93
date

Lorie J. Nierenberg

Lorie Nierenberg
Office of the General Counsel, (GC)

3/15/93
date