

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-306-93-4
1 FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	9/7/94
2 MAJOR SUBDIVISION Bureau of Management (M)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Cathy A. Brown	5. TELEPHONE (202) 619-5501	DATE	9-26-94
		ARCHIVIST OF THE UNITED STATES <i>Cathy A. Brown</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 * 8/25/94	SIGNATURE OF AGENCY REPRESENTATIVE * <i>Amber Phillips</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 GRS OR SUPERSEDED JOB CITATION	10.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>Bureau of Management (M)</p> <p>Subject Files - Correspondence containing information relating to the activities, functions, duties, projects, and responsibilities of the Associate and Deputy Associate Directors and Executive Staff. Includes letters, memoranda, weekly reports to the Director, annual reports, telegrams, etc.</p> <p>DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to the WNRC 2 years after cutoff. Transfer to the NARA 25 years after cutoff in 5-year blocks.</p> <p>Volume on Hand: 12 cubic feet Annual Accumulation: 2 cubic feet</p>		
2.	<p>Schedule of Daily Activities - 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 Management to USIA and his/her special assistants, executive assistants, etc. confidential assistants, etc., while service in an official capacity, created and maintained in hard copy or electronic form.</p>		

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**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	<p>Materials determined to be "personal papers" are not covered by this item.</p> <p>(a) Records containing substantive information which has not been incorporated into memoranda, reports, correspondence, or other official records.</p> <p>DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC 2 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.</p> <p>Volume on Hand: Less than 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>(b) Records containing routine non-substantive information i.e., simple lists of dates, times and names or places of appointments.</p> <p>DISPOSITION: Destroy at end of incumbency.</p> <p>Chronological Files: Extra copies of correspondence maintained chronologically for convenience of reference.</p> <p>DISPOSITION: PERMANENT. Cut off at end of the calendar year. Transfer to WNRC 2 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.</p> <p>Volume on Hand: One cubic foot. Annual Accumulation: Less than one cubic foot.</p> <p><i>Henry Howard, Jr.</i> Henry Howard, Jr. Associate Director Bureau of Management</p> <p><i>Lorie Nierenberg</i> Lorie Nierenberg Office of General Counsel</p>	<p>GRS 23 Item 5(b)</p>	