

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	NL-306-93-5
1. FROM (Agency or establishment) U.S. Information Agency		DATE RECEIVED	9/27/93
2. MAJOR SUBDIVISION Bureau of Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Cathy A. Brown	619-5501	10-14-93	<i>Andy 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
X Sep. 15, 93	<i>Cambrose R. Phillips</i>	Records 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 GRS OR SUPERSEDED JOB CITATION	10.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>OFFICE OF ADMINISTRATION (M/A)</p> <p><u>Director's Subject Files</u> - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the policies, plans and activities of the Office of Administration.</p> <p><u>DISPOSITION:</u> Cut off annually. Transfer to WNRC when 2 years old. Destroy when 5 years old.</p>		
2.	<p><u>Chronological Files</u> - Extra copies of correspondence maintained chronologically for convenience of reference.</p> <p><u>DISPOSITION:</u> Destroy when one year old or when no longer needed, whichever is sooner.</p>		