

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 N1-306-94-1	DATE RECEIVED 10/18/93
1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administration, Operations Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management Branch (M/ADD)			
4 NAME OF PERSON WITH WHOM TO CONFER Jeannette Giovetti	5 TELEPHONE 202-619-4408	DATE 1-4-94	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskamp Peters</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 ____ 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 <i>Sep 13, 93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Caroline R. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>This schedule includes revisions to previously approved items necessary to bring transfer of records into conformity to the provisions of PL 101-246.</p> <p style="text-align: center;">Bureau of Broadcasting Office of Policy</p> <p>Editorial Files. Copies of regular editorials (one or two issued each day) and editorial "briefs" (issued occasionally. Arranged chronologically.</p> <p style="padding-left: 40px;">Volume on hand: ca. 6 feet Annual accumulation: ca. 1 foot</p> <p>PERMANENT. One copy of each editorial and editorial brief." Cut off annually. Transfer to WNRC when 3 years old. Transfer to the National Archives when 7 years old in 5 year blocks.</p> <p><i>Copies sent to agency, NCF, NN-W, NNS, NNT, NCA 1/13/94</i></p>	N1-306-90-4 Item 4	

2. Bureau of Broadcasting Publications Files.

N1-306-90-4
Item 6

- a. One copy of each Bureau publication, including "Voice," "VOA Today," and "A Guide to Radio Listening."

PERMANENT. Cut off annually. Transfer to WNRC when 3 years old. Transfer to the National Archives when 7 years old in 5 year blocks.

- b. All other copies.

Destroy when no longer needed.

**Bureau of Broadcasting
Voice of America
Tape Library**

3. Audio Recordings. Audio recordings of radio programs, speeches and special events that are produced or acquired by VOA. The recordings are 10" and 7" acetate and mylar reels.

N1-306-86-5
Item 1

PERMANENT. Screen tapes periodically (at least semi-annually) to identify and remove that material which is insignificant or can be obtained elsewhere (e.g. network news broadcasts). Transfer remainder to the National Archives in 5 year blocks when 7 years old.

[Disposition of related finding aids is tied to the transfer of the tapes and need not be revised.]

**Bureau of Broadcasting
Office of Voice of America Programs**

4. Package Program Recordings: Historical Significance Recordings. Audio recordings of significant feature programs produced by worldwide English and Language Divisions that document B/VOA's mission, functions, policies, and activities. Included for retention should be a selection of the

N1-306-90-4
Item 16(b)(1)

interactive "radio bridges;" programs that reflect and document milestones in the broadcast history of each language service; programs covering major news events that are exclusive to a particular language service; and programs submitted or selected for awards and honors.

PERMANENT. Cut off annually. Transfer original or edited master to the B/VOA Tape Library. Transfer to the National Archives in accordance with Item 3 of this schedule in the format specified by 36 CFR 1232.4.

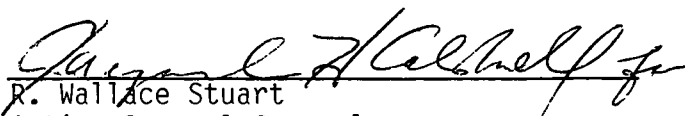
**Bureau of Programs
Press and Publications Service**

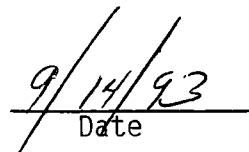
5. Periodicals Files. Magazines and periodicals produced domestically by Press and Publications Service (i.e. Dialogue, America Illustrated, Topic, etc.)

NL-306-88-7
Item 11

PERMANENT. Retain one copy of each issue of each magazine in each language published, together with English translation if available. Transfer to WNRC when 5 years old. Transfer to the National Archives when 7 years old in 5 year blocks.

Clearance:


R. Wallace Stuart
Acting General Counsel
Office of the General Counsel (GC)


Date