

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
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) <b>UNITED STATES INFORMATION AGENCY</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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;"><b>Bureau of Broadcasting Office of Policy</b></p> <p><b>Editorial Files.</b> Copies of regular editorials (one or two issued each day) and editorial "briefs" (issued occasionally. Arranged chronologically.</p> <p>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.

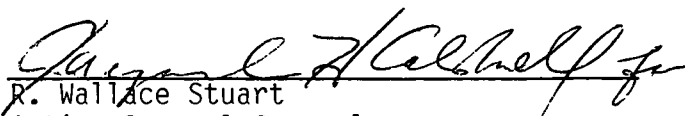
**Bureau of Programs  
Press and Publications Service**

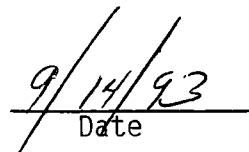
5. Periodicals Files. Magazines and periodicals produced domestically by Press and Publications Service (i.e. Dialogue, America Illustrated, Topic, etc.)

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