REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-306-94-3
DATE RECEIVED	5/13/94

1. FROM (Agency or establishment)
United States Information Agency

2. MAJOR SUBDIVISION
Bureau of Management

3. MINOR SUBDIVISION
Office of Personnel

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Cathy A. Brown	(202) 619-5501

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES
10-7-94	Trudy Huskamp Peterson

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/9/94	[signature]	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	OFFICE OF PERSONNEL (M/P)		
1.	Director's Subject Files - Contain reports, correspondence, memoranda, telegrams, briefing material, minutes of meetings, and other material relating to the policies, plans and activities of the Office of Personnel. DISPOSITION: Cut off annually. Transfer to WNRC when 3 years old. Destroy when 7 years old.		
2.	Chronological Files - Extra copies of corresponsence maintained chronologically for convenience of reference. DISPOSITION: Destroy when one year old or when no longer needed, whichever is sooner.		
	Copies sent to Agency, NNT, NNW, NCF 10/20/94		