

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	11-306-94-4
1. FROM (Agency or establishment) U.S. Information Agency		DATE RECEIVED	5/25/94
2. MAJOR SUBDIVISION Bureau of Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Executive Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	10-7-94
		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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/17/94	<i>A. 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 GRS OR SUPERSEDED JOB CITATION	10.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>Management Plans and Analysis M/M</p> <p><u>Management Surveys</u></p> <p>a. <u>MANAGEMENT STUDY CASE FILES</u> - Records documenting the inception, scope, findings, and accomplishments of management study, appraisal, or survey projects. Such projects generally involve the review and evaluation of organizational structures, operating procedures, or management practices. Includes initial requests, authorizations, project plans, final reports, and any follow-up reports, on actions taken.</p> <p><u>DISPOSITION:</u> PERMANENT. Transfer to WNRC 5 years after close of project. Offer to National Archives 30 years after close of project.</p> <p>VOLUME ON HAND: 40 CUBIC FEET ANNUAL ACCUMULATION: 4 CUBIC FEET</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

b. MANAGEMENT STUDY WORKING FILES -
Working papers accumulated in the
preparation, clearance, and issuance of
final reports. Includes notes, drafts,
feeder reports, statistical listings,
clearance comments, etc.

DISPOSITION: Destroy 2 years after
close of project.

2. CHRONOLOGICAL FILES - Extra copies of
correspondence maintained
chronologically for convenience of
reference.

DISPOSITION: Destroy when one year old
or when no longer needed, whichever is
sooner.

Alan King
Alan King
Management Analyst

5/12/94
Date

Lorie Nierenberg
Lorie Nierenberg
Office of General Council

5/16/94
Date

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-306-94-4

ITEM COUNT
3

SUMMARY

The United States Information Agency (USIA) submits this schedule to cover the records of the Management Plans and Analysis Staff (M/M). That office is responsible for supporting the Associate Director for Management in the planning, organization, and direction of USIA's management and administrative activities. Records scheduled as permanent contain unique and important documentation on the organization and management of USIA. The disposable records consist of routine, facilitative, and duplicative documentation.

I recommend approval of this job.

RECOMMENDATION

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
Item 1(a).
3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required. Required — Publication Date: 7/26/94
Copies Requested: 0
Comments Received: 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>David A. Langbert</i>	9/12/94
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>James H. [unclear]</i>	9/12/94
CONCURRENCES	Director, NNT	<i>Benjamin Phillips</i>	9/15/94
	Director, NN-W	<i>Clarence C. Cooley</i>	9/19/94

National Archives



APPRAISAL REVIEW: RECOMMENDED ACTION

ON

REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)

SPECIAL RECORDS DISPOSITION STUDY

WNRC RECORDS DISPOSITION PROJECT REPORTS

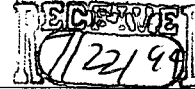
Job No. or Title: NI-306-94-4

Instructions:

1. Each reviewer must fill in data below, using one line.
2. Check appropriate "recommendation" box.
3. Attach written comments if either "concur if modified" or "do not concur" box is checked. Comments are optional otherwise.
4. Heads (or designees) of reviewing units must complete this form.

		RECOMMENDATION			RECOMMENDED BY
Unit Symbol	Date (mm-dd-yy)	Concur	Concur if Modified	Do Not Concur	Signature (do not use initials)
NNTA-S	7/19/94	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Richard Wood</i>
NNTA	7/21/94	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ronald Eversich</i>
NNT	5-8-94	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Genevieve Kelly</i>
ACTION TAKEN BY NN-W, NSC, NSR, or NIR					
NA-E	8/10/94	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Daniel C. Cooley</i>

National Archives



Washington, DC 20409

Date : July 19, 1994
Reply to
Attn of : NNTA-S
Subject : Appraisal Comments on Job N1-306-94-4
To : NNT through NNTA

Although I recommend approval of the items in this schedule for the records of the Management Plans and Analysis Staff (M/M), I do so reluctantly insofar as Item 1 a. is concerned. Many of the subject headings which are cited as contained in the item do not look very permanent (EEO programs, position management, studies of equipment and supplies, etc.). Also, I would have liked to have seen some greater tie in with the records of the Associate Director for Management, which M/M is supposed to support. I presume from my very brief talk with the appraiser that that these records will be permanent as well, leaving me to wonder if the managerial and program decisions made at the Associate Director level would serve as adequate documentation in this area, without the need to save all of M/M's case files.

Richard E. Wood

RICHARD E. WOOD
Assistant Chief
Archival Projects Branch
Textual Projects Division

July 21, 1994

We will, I suspect, be accessioning some marginal material under Item 1a (it is interesting, for example, to compare this item with what is scheduled permanent relating to NARA's Strategic Plan). However, I recommend concurrence with the hope that USIA staff will be diligent about keeping 1a separate from 1b.

Ronald E. Swerczek

RONALD E. SWERCZEK
Chief, Archival Projects Branch
Textual Projects Division

National Archives



APPRAISAL REVIEW: RECOMMENDED ACTION
ON

REQUEST FOR RECORDS DISPOSITION AUTHORITY (SF-115)
SPECIAL RECORDS DISPOSITION STUDY
WNRC RECORDS DISPOSITION PROJECT REPORTS

Job No. or Title: NI-306-94-4

Instructions:

1. Each reviewer must fill in data below, using one line.
2. Check appropriate "recommendation" box.
3. Attach written comments if either "concur if modified" or "do not concur" box is checked. Comments are optional otherwise.
4. Heads (or designees) of reviewing units must complete this form.

		RECOMMENDATION			RECOMMENDED BY
Unit Symbol	Date (mm-dd-yy)	Concur	Concur if Modified	Do Not Concur	Signature (do not use initials)
NNR	7-14-94	✓			<i>R. Martin McLaughlin</i>
ACTION TAKEN BY NN-W, NSC, NSR, or NIR					

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

Date : June 24, 1994

Reply to
Attn of : David A. Langbart, NIRM

Subject: Appraisal of records covered by N1-306-94-4

To : Director, NIRM

The United States Information Agency (USIA) submits Job No. N1-306-94-4 (copy attached) to cover records of the Management Plans and Analysis Staff (M/M). M/M is responsible for supporting the Associate Director for Management in the planning, organization, and direction of USIA's management and administrative activities. The staff conducts surveys and studies and makes plans and recommendations relating to organizational structure, operating relationships, administrative functions and systems, staffing and staffing levels, and operational issues. M/M also provides staff support and coordination relating to USIA participation in government-wide management of advisory committees and productivity reporting instituted by OMB, GSA, and other agencies.

There are two items:

{1} **Management Surveys**. These records, also known as the **M/M Subject Files**, are divided into two sub-items:

(a) **Management Study Case Files**: This sub-item covers the files of M/M projects and includes initial requests, project plans, final reports, and follow-up reports on actions taken.

(b) **Management Study Working Files**: This sub-item covers materials such as drafts, notes, informal clearances, feeder reports, statistical information, and other material used in the preparation of studies.

The files contain correspondence, reports, memorandums, notes, telegrams, and other material relating to the initiation and preparation of reports on a wide variety of management issues. They are arranged in broad categories and thereunder by specific topic or study. The broad categories are:

ADV - Advisory Assistance to USIA
BUD - Budget
CR - Communications/Records systems
EP - Emergency Planning

ES - Equipment and Services
FMGT - Financial Management
LEG - Legislative and Legal Affairs
INF - Information
MGT - Management Surveys/Management Improvement Programs
ORG - Organization
PER - Personnel
PB - Publications/Directives
PRC - Procurement and Contracting

Subjects include the U.S. Advisory Commission on Public Diplomacy, budget preparation, position management, studies of internal document distribution patterns, procurement of equipment and supplies, internal financial controls, management of program support resources, relations with GAO, management of USIA bureaus and offices, organization and reorganization of bureaus and offices, EEO programs, training, preparation and clearance of internal regulations, A-76 and privatization. The most voluminous categories, totalling about 75% of the records, are ADV, BUD, FMGT, MGT, and ORG. From a substantive standpoint, the most important files are ADV, CR, LEG, INF, MGT, and ORG.

I recommend approval of these two sub-items. The files covered by Item 1(a) include the basic documentation on the improvement of the management and administration of USIA. They warrant transfer to the National Archives. These unique and important records will be of use and value to researchers and others interested in changes and proposed changes to the organization and management of USIA. The materials covered by Item 1(b) consist of feeder reports, drafts, and routine and facilitative clearance materials. The substantive information and documentation in these files is largely duplicated in the permanent study case files. Unique material contributes little or nothing to an understanding of the subject covered by a particular report or study.

{2} **Chronological Files**. This series includes extra copies of correspondence and memorandums. They relate to all aspects of the work of the staff. I recommend approval of this item. These records do not warrant transfer to the National Archives. The office record and action copy will be found among the files described under Item 1(a). These files are kept for convenience of reference and quick review only and contain no unique documentation.

I would appreciate the comments of the Office of the National Archives.

David A Langbart

DAVID A. LANGBART
Military Appraisal Branch
Records Appraisal
and Disposition Division

Attachment