

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	N1-306-94-5
1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		DATE RECEIVED	7/18/95
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	10-5-95	<i>John W. Carl</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 5 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
7/14/95	<i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets.		

1. **Movie Scripts (English Language), 1942-1965.**
Arranged alphabetically by name of production. The files usually consist of a ditto copy of the script, but may include other types of documentation. Some scripts have a cover sheet indicating whether the movie to which it goes was an acquired production or a U.S. Government production.

Volume: 20 feet

WNRC Acc. No. 306-67A274 NYC boxes 1-17
WNRC Acc. No. 306-71A1382 NYC boxes 1-2
and 5

PERMANENT. Transfer to the National Archives in 1996.

2. **Movie Scripts (Foreign Language), 1949-1967.**
Within each accession, the files are arranged alphabetically by name of production. In many cases, there is a "General" file for each script that include a copy of the English language text followed by files with the foreign language scripts. The files consist of foreign language scripts of movies produced by and for U.S. Government use. In most cases, there are scripts for more than one language in each file.

WNRC Acc. No. 306-59A380 NYC boxes 1-10
WNRC Acc. No. 306-63A348 NYC boxes 1-28
WNRC Acc. No. 306-67A37 NYC boxes 1-32
WNRC Acc. No. 306-67B274 NYC boxes 1-2
WNRC Acc. No. 306-71A1383 NYC boxes 1-8

Destroy immediately.

3. **Production Files, n.d.** Arranged by name of production. The files consist of correspondence, memorandums, production orders, duplication orders, and other material relating to routine production, duplication, and distribution matters.

WNRC Acc. Nos. 306-67A274 NYC boxes 18-19
WNRC Acc. No. 306-71A1382 NYC boxes 3-4.

Destroy immediately.

4. **Miscellaneous Administrative Files, 1954-1959.**

Arranged by subject or type of records. The files consist of correspondence, memorandums, notes, procurement documents, and other routine and administrative material relating to production and distribution, story suggestions, authorizations, purchase orders, and other related subjects.

WNRC Acc. No. 306-60A442 NYC boxes 1-4

Destroy immediately.

5. **The Voice of America Program Schedule, January 1950-February 1953.**

Arranged chronologically and thereunder by language. The files consist of multiple copies of the VOA world program schedule, a booklet issued every two months. The files include copies in English and other languages, including French, German Italian, Arabic and Spanish language versions, among others.

Volume: 3 feet

WNRC Acc. No. 306-92-1 NYC boxes 1-3

PERMANENT. Transfer to the National Archives in 1996. Destroy duplicates during archival processing.

6. **VOA Radio News, 1951-1953.** Arranged alphabetically by name of country and thereunder by subject. These files consist of press releases entitled VOA Radio News. These press releases were issued both to inform people about activities of VOA and as a source of news stories for use by foreign newspapers. In some cases, the files consist simply of photographs with prepared captions for use by foreign newspapers. In addition to press releases and photographs, the files may include drafts, ditto ad other related material. Some files include plastic printing plates for photographs that accompany the stories.

Volume: 15 feet

WNRC Acc. No. 306-92-1 NYC boxes 4-8,
11-15, and 18-22

PERMANENT. Transfer to the National Archives
in 1996.

7. **Clippings relating to VOA Activities, 1951-1952.** Arranged by region and thereunder by name of country. These records consist of clippings relating to VOA from foreign newspapers and magazines.

WNRC Acc. No. 306-92-1 NYC boxes 9, 10,
and 16

Destroy immediately.

8. **USIE/IIA Newsletter, June 1951-December 1952.** Arranged numerically from issue #1 through issue #19. This newsletter was an internal publication of the United States International Information and Educational Exchange Program and later the United States International Information Program, elements of the Department of State that were predecessor organizations to USIA. It was intended to provide interested personnel with information on program development and progress and to serve as a forum for the exchange of ideas and techniques.

Volume: 1/2 foot

WNRC Acc. No. 306-92-1 NYC box 17 (part)

PERMANENT. Transfer to the National Archives
in 1996.

9. **The U.S.A. News Review, December 31, 1951 -January 29, 1953.** Arranged chronologically. This series consists of English and Arabic versions of *The U.S.A. News Review*, published weekly by USIS Beirut to inform interested Lebanese.

Volume: 1/2 foot


WNRC Acc. No. 306-92-1 NYC box 17 (part)

PERMANENT. Transfer to the National Archives
in 1996.

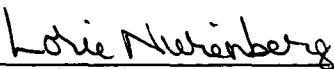
10. **Scripts of "News of the Day," 1956-1963.**
Arranged numerically by show number. These
records consist of scripts for the broadcast
show "News of the Day" produced by Hearst
Metrotone News, Inc. There are scripts in
English and other languages.

WNRC Acc. No. 306-60A452 NYC boxes 1-3
WNRC Acc. No. 306-64A652 NYC boxes 1-8
WNRC Acc. No. 306-67B274 NYC box 3
WNRC Acc. No. 306-71A1414 NYC boxes 1-4

Destroy immediately.


David Atha
Chief
Administrative Operations Div.

7/7/95
Date


Lorie Nierenberg
Assistant General Counsel

7/12/95
Date