

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	NI-306-95-1
1 FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	11/15/94
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Shelia A. Prince	5 TELEPHONE (202) 619-5479	DATE	2-28-95
		ARCHIVIST OF THE UNITED STATES <i>Candy Huskamp Peterson</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 11/7/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>W. 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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>OFFICE OF ADMINISTRATION (M/A) OPERATIONS DIVISION (M/AD) SERVICES DIVISION (M/AS)</p> <p>Subject Files: Contain reports, correspondence, memoranda, telegrams, briefing materials, minutes of meetings, internal control, budget and other materials relating to the formulation of policies, plans and activities of the Office of Administration; as well as, the Services Division who is responsible for printing, facilities, duplication, equipment, supplies, furnishing and the Operations Division who is responsible for property, directives, forms, records, mail, telephone, travel and transportation.</p> <p>DISPOSITION: Cut off annually. Transfer to WNRC when two years old. Destroy when five years old.</p>		
2.	<p>Chronological Files: Extra copies of correspondence maintained chronologically for convenience of reference.</p> <p>DISPOSITION: Destroy when one year old or when no longer needed, whichever is sooner.</p> <p><i>Copies sent to agency, NCF, NNT 3/7/95</i></p>		

