

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 N1-306-95-2	
		DATE RECEIVED 5/1/95	
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) UNITED STATES INFORMATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE 11 3 1 10 5	ARCHIVIST OF THE UNITED STATES <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 3 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 3/29/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael Carroll</i> Michael Carroll	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Please see attached sheets.		

Copies sent to agency, NCF, DNT, NIA 8/23/95

OFFICE OF ADMINISTRATION
{IOA}
Office of Emergency Planning

1. **Records relating to emergency preparedness exercises (Operations Alert and Spadefork), 1953-1962.** Arranged by year and thereunder by subject. Reports, manuals, directives, cables, memorandums, and other documentation relating to Operation Alert (OPAL) and Operation Spadefork, national readiness exercises.

Volume: 4 feet.

WNRC Acc. No. 306-66A1129 boxes 108-111

PERMANENT. Transfer to the National Archives in 1996.

2. **Records relating to the Executive Reserve, 1956-1963.** Arranged by subject. Reports, manuals, pamphlets, memorandums, correspondence, and other material relating to the formulation, requirements, and activities of the Executive Reserve in USIA.

Volume: 1 foot

WNRC Acc. No. 306-66A1129 box 113

PERMANENT. Transfer to the National Archives in 1996.

3. **Executive Reservist Correspondence Files, 1957-1963.** Arranged alphabetically by name of reservist. Correspondence to and from participants in the USIA Executive Reserve as well as biographic information on reservists.

WNRC Acc. No. 306-66A1129 boxes 114-115

Destroy immediately.

4. **Records relating to emergency planning, 1953-1964.** Arranged by subject. Reports, minutes of meetings, telegrams, memorandums, lists, directives, and other material relating to emergency preparedness planning in USIA.

Volume: 2 feet

WNRC Acc. No. 306-66A1129 boxes 116-117

PERMANENT. Transfer to the National Archives in 1996.

Agency Library Division

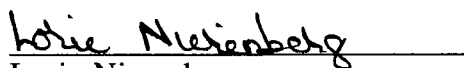
5. **Classified Library Records, 1961-1968.** Unarranged.
Airgrams and chargeout records.

Destroy immediately.



Eileen Keane Binns
Director
Office of Administration

3-30-95
Date



Lorie Nierenberg
Office of the General Counsel

4/19/95
Date