

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-95-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Temporary records covered by the schedule are presumed destroyed, and permanent records are one-time transfers that have been accessioned.

Date Reported: 10/6/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY	
2. MAJOR SUBDIVISION	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-306-95-2	
DATE RECEIVED 5/1/95	
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
11/ 21 1995	<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 <i>3/29/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael Carroll</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached sheets.		
<i>Copies sent to agency, NCF, DNT, NIA 8/23/95</i>			

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*

Eileen Keane Binns  
Director  
Office of Administration

3-30-95

Date

*Lorie Nierenberg*

Lorie Nierenberg  
Office of the General Counsel

4/19/95

Date