

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-306-95-2

DATE RECEIVED
 5/1/95

NOTIFICATION TO 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES
 11 3 1 107 *John W. Carl*

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: *Michael Carroll* TITLE: Records Management 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.		

Copies sent to agency, NCF, NNT, 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

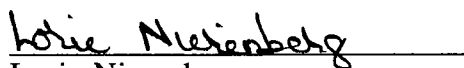
5. **Classified Library Records, 1961-1968.** Unarranged.
Airgrams and chargeout records.

Destroy immediately.



Eileen Keane Binns
Director
Office of Administration

3-30-95
Date



Lorie Nierenberg
Office of the General Counsel

4/19/95
Date