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|---|--|--|---------------------------------------|
| 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 N1-306-96-1 | DATE RECEIVED 4/15/96 |
| 1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of Private Cooperation (defunct) | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| Cathy A. Brown | 202-619-5501 | 6-4-96 | <i>[Signature]</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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE | |
| 4/15/96 | <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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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. | | |

JUN - 5 1996 *MMW* copy to Agency, NCF
DNT, NIA

**OFFICE OF PRIVATE COOPERATION
{IOC}**

1. **Subject Files, 1953-1967 (WITH GAPS).** The records are arranged in a variety of ways:

| | | |
|---------------------------|-----------|---|
| 306-61A498 boxes 17-27 | 1953-1954 | Alphabetically by subject |
| 306-63A190 boxes 521-526 | 1955-1956 | Alphabetically by subject |
| 306-63A190 boxes 527-539 | 1956-1957 | According to an alpha-numeric filing system |
| 306-66A1201 boxes 1-22 | 1963 | According to an alpha-numeric filing system |
| 306-68A4933 boxes 204-205 | 1961-1965 | According to an alpha-numeric filing system |
| 306-68A4933 boxes 278-282 | 1965-1967 | By region and thereunder by name of country and according to an alpha-numeric filing system |
| 306-69A3445 box 153 | 1966-1967 | According to the USIA filing manual alpha-numeric filing system |

Memorandums, notes, chits, despatches, correspondence, Operations Memorandums, telegrams, airgrams, circulars, instructions, reports, publications, "official-informal" correspondence, transcripts of proceedings, publications, and other material relating to the program, work, and activities of the Office of Private Cooperation.

Volume: 60 feet.

WNRC Acc. No. 306-61A498 boxes 17-27 (1953-1954)
 WNRC Acc. No. 306-63A190 boxes 521-526 (1955-1956)
 WNRC Acc. No. 306-63A190 boxes 527-539 (1956-1957)
 WNRC Acc. No. 306-66A1201 boxes 1-22 (1963)
 WNRC Acc. No. 306-68A4933 boxes 204-205 (1961-1965)
 WNRC Acc. No. 306-68A4933 boxes 278-282 (1965-1967)
 WNRC Acc. No. 306-69A3445 box 153 (1966-1967).

PERMANENT. Transfer to the National Archives immediately.

2. **Records of the San Francisco Field Office, 1950-1955.** Arranged by subject or name of organization. Memorandums, Correspondence, notes, and reports relating to the work of the San Francisco office.

Volume: 1 foot

WNRC Acc. No. 306-63A190 box 518
 Lot 55D527.

Destroy immediately.

3. **Records of the Chicago Field Office, 1951-1955.** Arranged by subject or name of organization. Memorandums, correspondence, notes, and reports relating to the work of the Chicago office.

Volume: 1 foot
 WNRC Acc. No. 306-63A190 box 519
 Lot 56D64

Destroy immediately.

4. **Records of the New York Field Office, 1949-1955.** Arranged by subject or name of organization. Memorandums, correspondence, notes, and reports relating to the work of the New York office.

Volume: 1 foot
 WNRC Acc. No. 306-63A190 box 520
 Lot 57D704

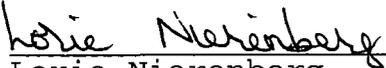
Destroy immediately.



 Eileen Keane Binns
 Director
 Office of Administration

3-22-96

 Date



 Lorie Nierenberg
 Assistant General Counsel

4/3/96

 Date