

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-306-96-1</b>	DATE RECEIVED <b>4/15/96</b>
1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Private Cooperation (defunct)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Cathy A. Brown</b>	5 TELEPHONE <b>202-619-5501</b>	DATE <b>6-4-96</b>	ARCHIVIST OF THE UNITED STATES <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 <b>4/15/96</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <b>Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.

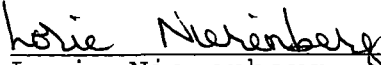
4. **Records of the New York Field Office, 1949-1955.** Arranged by subject or name of organization. Memorandums, correspondence, notes, and reports relating to the work of the New York office.

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