

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-306-96-2
1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		DATE RECEIVED	8/23/96
2 MAJOR SUBDIVISION Office of Personnel and Training (IPT)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Cathy A. Brown	(202) 619-5501	11-12-96	<i>John W. Paul</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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/16/96	<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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheet for series descriptions.		
	<i>Copies sent to Agency NCF 11/26/96</i>		

**TRAINING DIVISION
FOREIGN EMPLOYEE BRANCH
{IPT/TF}**

1. **Subject and Sponsor Files, 1957-1964.** Arranged by subject. Memorandums, telegrams, questionnaires, and other material relating to the training of foreign employees.

WNRC Acc. No. 306-66A1129 boxes 205-208

Destroy immediately.

**FOREIGN SERVICE PERSONNEL DIVISION
AREA PERSONNEL OFFICER (AFRICA)
{IPT/FA}**

2. **Subject Files, 1966-1967.** Arranged by name of country with a few miscellaneous subject files. Memorandums, correspondence, "official-informal" correspondence, telegrams, airgrams, notes, chits, and other material relating to personnel matters for USIS posts in Africa.

WNRC Acc. No. 306-71A2101 boxes 267-270

Destroy immediately.

**AREA PERSONNEL OFFICER (EAST ASIA AND PACIFIC)
{IPT/FF}**

3. **Subject Files, 1966-1967.** Arranged by name of country. Memorandums, correspondence, "official-informal" correspondence, telegrams, airgrams, notes, chits, and other material relating to personnel matters for USIS posts in East Asia and the Pacific.

WNRC Acc. No. 306-71A2101 boxes 271-273

Destroy immediately.

Robert Bemis

Robert Bemis
Chief
Foreign Service Division

30 July 1996

Date

Lorie Nierenberg

Lorie Nierenberg
Assistant General Counsel
Office of the General Counsel

August 14, 1996

Date