

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-306-96-3	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 12/18/96	
1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Research (and predecessors)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Shelia A. Prince M/ADD	5 TELEPHONE 202-619-5479	DATE 2-25-97	ARCHIVIST OF THE UNITED STATES <i>J. 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 <u>14</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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 12-16-96 ✓	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

MAR 11 1997 *MAV*

Copy to: agency, NINRW, NWDD

I.
GENERAL

1. **NSC and OCB Reports, 1954-1960.** Arranged numerically or by subject. Copies of NSC and OCB reports forwarded to USIA for information because of USIA's interest in the subjects covered.

WNRC Acc. No. 306-65A985 boxes 1-2

Destroy immediately.

2. **Classified document receipts and registers, 1955-1958.**

WNRC Acc. No. 306-66A274 box 165

WNRC Acc. No. 306-68A5160 box 11 (part)

WNRC Acc. No. 306-68A5160 box 12 (part)

Destroy immediately (GRS 18, Items 2 & 4)

3. **Purchase orders, 1961-1962.**

WNRC Acc. No. 306-65A564 box 190

Destroy immediately (GRS 3, Item 3).

4. **Administrative Files, 1963-1965.** Arranged by subject. Memorandums, telegrams, and transmittal documents relating to the dissemination of information and USIS post requests for copies of agency-produced materials.

WNRC Acc. No. 306-66A1020 box 3.

Destroy immediately.

5. **Research Reports, 1954-1955.** Arranged by type of report and thereunder numerically. The files consist of report prepared by the Office of Research and Intelligence (IRI). The files include Intelligence Memorandums {IM} (1954 and 1955), Bi-Weekly Digests {BD} (1954 and 1955), Intelligence Bulletins {IB} (1954 and 1955), Reaction Reports {RR} (1954 and 1955), Debriefings {DR} (1954), and Intelligence

Summaries {IS} (1954).

Volume: 1 foot

WNRC Acc. No. 306-64A853 box 135

PERMANENT. Transfer to the National Archives immediately.

6. National Intelligence Estimates and Special National Intelligence Estimates, 1953-1963.

Copies of National Intelligence Estimates (NIEs) and Special National Intelligence Estimates (SNIEs) provided to USIA.

WNRC Acc. No. 306-63A190 box 786

WNRC Acc. No. 306-63A368 box 80

WNRC Acc. No. 306-64A536 box 149

WNRC Acc. No. 306-66A274 box 166

WNRC Acc. No. 306-66A1020 box 4

WNRC Acc. No. 306-68A1415 boxes 404-405

WNRC Acc. No. 306-68A5160 box 12 (pt)

(2 Lots)

Destroy immediately.

7. Soviet Bloc Propaganda Reports, 1954-1959.

Arranged chronologically. Master copies of two USIA-prepared propaganda-related summaries: "Soviet Orbit Propaganda" for the period 1954-1956 and "Propaganda Intelligence Review" for the period 1958-1959.

Volume: 2-3"

WNRC Acc. No. 306-68A5160

box 11 (pt).

PERMANENT. Transfer to the National Archives immediately.

II.

IRI: Office of Research and Intelligence/Office of Research and Analysis, 1953-60

The Director

8. Special ("S") Files, 1953-1957. Memorandums, "official-informal" correspondence, telegrams,

reports, drafts, notes, chits, memorandums of conversation, notes of meetings, and other material.

Volume: 1 foot

WNRC Acc. No. 306-63A791 box 94

WNRC Acc. No. 306-68A5160
box 10 (pt).

PERMANENT. Transfer to the National Archives immediately.

Area Analysis Division

9. **Records relating to Communism in Latin America, 1954-1957.** Arranged in broad categories and thereunder by country. Clippings, copies of telegrams, copies of despatches, extracts from reports, documents, and other material relating to the broadly defined subject of "communism" in Latin America.

WNRC Acc. No. 306-65A564 boxes 167-178

Destroy immediately.

10. **Records on Communism in Latin America, 1958.** Arranged by subject under broad categories and thereunder by country. The files consist of copies of despatches, copies of telegrams, copies of USIA field reports, copies of CIA telegrams, copies of CIA information reports, copies of R&A reports, and newspaper and magazine clippings relating to communism in Latin America.

WNRC Acc. No. 306-64A193 boxes 76-86

Destroy immediately.

11. **Program Files (Western Europe), 1953-1959.** Arranged by type of records and thereunder chronologically. Action copies of incoming and outgoing telegrams, despatches, and Operations Memorandums referred to the office for action. They deal with all aspects of USIA/USIS work in the Western European region as well as reporting

on analogous work by other countries.

Volume: 1 foot
WNRC Acc. No. 306-65A1075 box 290

PERMANENT. Transfer to the National Archives immediately.

12. **Program Files (Far East), 1954-1959.** Arranged by type of records and thereunder chronologically. Action copies of incoming and outgoing telegrams, despatches, and Operations Memorandums referred to the office for action. They deal with all aspects of USIA/USIS work in the Far Eastern region as well as reporting on analogous work by other countries.

Volume: 2 feet
WNRC Acc. No. 306-65A175
boxes 175-176

PERMANENT. Transfer to the National Archives immediately.

13. **Classified document cover sheets, 1956-1957.**

WNRC Acc. No. 306-64A853 box 133

Destroy immediately (GRS 18, Items 4 and 5(b))

14. **Miscellaneous Reports, 1959-1960.** Arranged by type of report and thereunder chronologically. The files consist of *Briefing Notes* and *Monthly Reports* for 1959 and *Monthly Evidence of Effectiveness* and *Weekly Reports*.

Volume: 1 foot
WNRC Acc. No. 306-64A853 box 134

PERMANENT. Transfer to the National Archives immediately.

Communism Analysis Division

15. **IAC Watch Reports and other records, 1954-1959.** Arranged by type of records and thereunder

chronologically. Issues of "Report of Indications of Soviet Communist Intentions", and selected Air Force intelligence reports and briefs from 1955 and 1956.

Volume: 1 foot

WNRC Acc. No. 306-65A175
box 166 (part)

WNRC Acc. No. 306-68A5160
box 10 (part) and
box 11(part)

PERMANENT. Transfer to the National Archives immediately.

16. Classified document receipts and registers, 1955-1958.

WNRC Acc. No. 306-65A175 box 166 (part)
and box 167 (part).

Destroy immediately (GRS 18, Items 2 and 4)

17. Current Intelligence Analysis: CPUSA, 1956-1958.
Arranged chronologically. Copies of the FBI "publication" *Current Intelligence Analysis: CPUSA*.

WNRC Acc. No. 306-65A175 box 167 (pt)

Destroy immediately.

Research Library Division

18. Reference Files, 1943-1959. Arranged by subject. Copies of various types of documents maintained for convenience of reference.

WNRC Acc. No. 306-64A401 boxes 1-2, 4,
and 6

Destroy immediately.

19. Records relating to Radio Poland, 1953-1956.
Arranged by subject or type of records.
Translations, reports, interrogation reports,

intelligence reports, memorandums, clippings,
and other material relating to broadcasting to
Poland.

WNRC Acc. No. 306-64A401 box 5

Destroy immediately.

20. **Audio Tapes of the Berlin-Schramm Meeting, 1955.**
Audio tapes of the first meeting held to discuss
the effectiveness of broadcasting behind the
Iron Curtain.

WNRC Acc. No. 306-62A354 boxes 22-23

Destroy immediately.

21. **Budget Files, 1952-1956.** Arranged by fiscal
year. Budget estimate and justification
materials prepared for presentation to Congress.

WNRC Acc. No. 306-61A331 boxes 78-81

Destroy immediately.

Intelligence Production Division

22. **Program Files ("Administrative Files" and
Briefing Notes), 1951-1958.** Arranged by year
and thereunder by subject or type of records.
For each year there are subject files and
"Briefing Notes." Memorandums, correspondence,
notes, "official-informal" correspondence,
reports, drafts, despatches, telegrams, briefing
materials, and other documentation relating to
the functions, organization, and work of the
office.

Volume: 9 feet

WNRC Acc. No. 306-65A564 box 179

WNRC Acc. No. 306-65A1075
boxes 263-265

WNRC Acc. No. 306-65A1075
boxes 266-267

WNRC Acc. No. 306-65A1075
boxes 268-269

WNRC Acc. No. 306-66A1129 box 220

PERMANENT. Transfer to the National Archives immediately.

23. **Research Reports, 1954-1956.** Arranged by type of report and thereunder numerically. Copies of USIA research/intelligence reports.

WNRC Acc. No. 306-65A1075 box 270

Destroy immediately.

Soviet Bloc Division

24. **Records relating to Satellite Countries, 1952-1957.** Arranged by year and thereunder by subject. Clippings, copies of telegrams, copies of despatches, extracts from reports, documents, Radio Free Europe/Radio Liberty publications, and other material relating to the countries in the Soviet orbit.

WNRC Acc. No. 306-65A564 boxes 181-185

WNRC Acc. No. 306-66A1129 boxes 221-227

Destroy immediately.

25. **Records relating to Poland, 1955-1958.** Arranged by subject. Clippings, press releases, extracts from documents, documents, and other material relating to Poland.

WNRC Acc. No. 306-65A1075 boxes 272-279

Destroy immediately.

26. **Records relating to press, publications, and trade fairs, 1956-1957.** Arranged by broad subject and thereunder by subject or country. Copies of USIA and Department of State telegrams and despatches, reports, clippings, intelligence reports, extracts from larger documents, and other documentation relating to Communist Bloc press, publication, and trade fair matters.

WNRC Acc. No. 306-65A175 boxes 168-170

Destroy immediately.

III.

IRS/IRR: Research and Reference Service, 1961-1966

Area Analysis Division

27. **Program Files (Latin America), 1962-1963.**

Arranged by year and thereunder by subject or type of records. Telegrams, airgrams, despatches, Operations Memorandums, memorandums, reports, correspondence, notes, chits, and other material. The files document the work and activities of the Latin America Division.

Volume: 1 foot

WNRC Acc. No. 306-67A222 box 148

PERMANENT. Transfer to the National Archives immediately.

28. **Program Files (Latin America), 1954-1963.**

Arranged by subject or type of records. Memorandums, correspondence, notes, chits, telegrams, despatches, Operations Memorandums, and other material. The files document the work and activities of the Latin America Division.

Volume: 3 feet

WNRC Acc. No. 306-65A1075
boxes 293-295

PERMANENT. Transfer to the National Archives immediately.

29. **Records relating to Afghanistan and Iran, 1958-1964.** Arranged by country and thereunder by subject. Clippings, copies of telegrams, copies of despatches, extracts from reports, documents, and other material relating to Iran and Afghanistan.

WNRC Acc. No. 306-67A222 boxes 152-153

Destroy immediately.

30. **Records relating to India and Nepal, 1960-1964.** Arranged by country and thereunder by subject. Clippings, copies of telegrams, copies

of despatches, extracts from reports, documents, and other material relating primarily to India with some material on Nepal.

WNRC Acc. No. 306-67A222 boxes 149-151

Destroy immediately.

31. **Records relating to Greece, Turkey, and Cyprus, 1960-1964.** Arranged by country and thereunder by subject. Clippings, copies of telegrams, copies of despatches, extracts from reports, documents, and other material relating to Greece, Turkey, and Cyprus.

WNRC Acc. No. 306-67A1306 boxes 94-100

Destroy immediately.

32. **Classified document accountability records, 1963.**

WNRC Acc. No. 306-64A536 boxes 151-152

Destroy immediately.

33. **Program Files (Near East and South Asia), 1957-1963.** Arranged by type of document and thereunder chronologically. Field messages, despatches, telegrams, airgrams, and Operations Memorandums relating to Near East and South Asian affairs.

WNRC Acc. No. 306-64A536 box 150

Destroy immediately.

Special Projects Division

34. **Miscellaneous Records, 1951-1961.** Arranged by subject. Memorandums, notes, reports, transcripts, notes, scripts, and other material relating to VOA and propaganda matters.

WNRC Acc. No. 306-64A853 box 147

Destroy immediately.

Survey Research Division

35. **Program Files, 1954-1962.** Arranged by subject or type of records. Memorandums, notes, chits, telegrams, airgrams, despatches, correspondence, reports, drafts, and other material relating to the work and activities of the Survey Research Division.

Volume: 2 feet
WNRC Acc. No. 306-65A1075
boxes 281-282

PERMANENT. Transfer to the National Archives immediately.

Soviet Bloc Division

36. **Reference publications, 1957-1963.** Copies of Department of State, Army, and CIA publications relating to the USSR and Soviet Bloc.

WNRC Acc. No. 306-66A1129 box 258

Destroy immediately.

37. **Comment Books, 1959-1964.** Arranged by exhibition. Comment books, generally loose-leaf, signed by attendees at various exhibitions in the USSR from 1959 to 1964.

Volume: 2 feet
WNRC Acc. No. 306-66A1129
boxes 259-260

PERMANENT. Transfer to the National Archives immediately.

38. **Classified document accountability records, 1955-64.**

WNRC Acc. No. 306-66A1129 boxes 262-263

Destroy immediately.

The Library

39. **Research Reports From USIS Posts, 1950-1964.** Arranged by region and thereunder alphabetically by name of country. Opinion survey reports relating to various countries.

Volume: 10 feet
WNRC Acc. No. 306-66A1170 boxes 1-10

PERMANENT. Transfer to the National Archives immediately.

IV.

IOP/R: Office of Policy and Research, Research and Analysis, 1967-1969

40. **Research Program Files, 1963-1966.** Arranged by subject. Memorandums, correspondence, "official-informal" correspondence, telegrams, Operations Memorandums, notes, chits, reports, and other material relating to the history, functions, operations, and activities of the USIA research organization.

Volume: 7 feet
WNRC Acc. No. 306-72A5121
boxes 328-334

PERMANENT. Transfer to the National Archives immediately.

41. **Program Files (Europe), 1962-1966.** Arranged by subject or name of country. Correspondence, documents, reports, notes, chits, "official-informal" correspondence, airgrams, telegrams, and other material relating to the work and activities of the European element of the research staff.

Volume: 1 foot
WNRC Acc. No. 306-72A5121 box 335

PERMANENT. Transfer to the National Archives immediately.

42. **Records relating to Sweden, Norway, and Finland, 1958-1968.** Arranged by country and thereunder by subject. Clippings, copies of telegrams, copies of despatches, extracts from reports, documents, and other material relating Sweden, Norway, and Finland.

WNRC Acc. No. 306-71A2101 boxes 250-252

Destroy immediately.

43. **Program Files (Latin America), 1966-1967.** Arranged by subject or name of country. Reports, memorandums, correspondence, "official-informal" correspondence, telegrams, Operations Memorandums, telegrams, and other material. The files document the work and activities of the Latin American element of the research staff.

Volume: ½ foot

WNRC Acc. No. 306-72A5121
box 336 (pt)

PERMANENT. Transfer to the National Archives immediately.

44. **Classified Document Log, 1961-1965.**

WNRC Acc. No. 306-72A5121 box 336 (pt)

Destroy immediately (GRS 18, Item 4)

45. **Program Files (Near East and South Asia), 1956-1966.** Arranged by subject. Memorandums, correspondence, "official-informal" correspondence, notes, chits, drafts, telegrams, airgrams, and other material. The files document the work and activities of the Near East and South Asia element of the research staff.

Volume: 2 feet

WNRC Acc. No. 306-71A2101
boxes 253-254

PERMANENT. Transfer to the National Archives immediately.

46. **Survey Project Files, 1955-1967.** Arranged by project. Fact sheets, correspondence, "official-informal" correspondence, memorandums, drafts, questionnaires, Operations Memorandums, publications, studies, reports, telegrams, and other material relating to media surveys and research projects.

Volume: 3 feet
 WNRC Acc. No. 306-72A4932
 boxes 97-99

PERMANENT. Transfer to the National Archives immediately.

V.

IOR: Office of Research and Assessment, 1970-1977

47. **Program Files, 1963-1966 & 1970-1971.** Arranged by subject or by type of records. Memorandums, correspondence, "official-informal" correspondence, telegrams, Operations Memorandums, notes, chits, reports, and other material relating to the history, functions, operations, and activities of the USIA research organization.

Volume: 6 feet
 WNRC Acc. No. 306-74-28 boxes 1-4
 WNRC Acc. No. 306-75-17 boxes 1-2

PERMANENT. Transfer to the National Archives immediately.

Concurrence:

Ann T. Pincus

Ann T. Pincus, Director
 Office of Research & Media Reaction, R

12/3/96
 Date

Lorie J. Nierenberg

Lorie J. Nierenberg
 Office of the General Counsel, GC

12/12/96
 Date