

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-306-97-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-28-97	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 PLANS			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Shelia A. Prince	5 TELEPHONE (202) 619-5479	DATE 4-7-97	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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>2</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 3/26/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 sheet for records of the defunct Office of Plans, Special Assistant for OCB Affairs (IOP/B)		

APR 28 1997
MHW
copy to Agency, NWRW
NWDD

OFFICE OF PLANS
Special Assistant for OCB Affairs
(IOP/B)

1. **Agendas, Activity Reports, Records of Action, and Agendas, 1953-1961.** Arranged by type of records and thereunder chronologically. There are files of OCB Agendas (1953-61), OCB Weekly Reports (1960-61), OCB Minutes (1953-61), Board Assistant Records of Action (1953-61), and Board Assistant Meeting Agendas (1953-61).

Volume: 1-1/2 feet
WNRC Acc. No. 306-63A190
boxes 579-580 (part)

PERMANENT. Transfer to the National Archives immediately.

2. **Subject and policy paper files, 1953-1961.** Arranged by type of records, subject, and NSC policy paper number. The files consist of correspondence, memorandums, lists, notes, chits, documents, memorandums of conversation, agendas, minutes of meetings, reports, drafts, and other material relating to the work of the OCB and USIA's participation in that work.

Volume: 9-1/2 feet
WNRC Acc. No. 306-63A190
boxes 580 (part)-589.

PERMANENT. Transfer to the National Archives immediately.

CONCURRENCE:

Morris Jacobs
Morris Jacobs, Director
Office of Strategic Communication (D/C)

3/12/97
DATE

Lorie Nierenberg
Lorie Nierenberg, Asst. General Counsel
Office of the General Counsel (GC)

3/24/97
DATE