

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

N1-306-87-6

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

11/19/87

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

UNITED STATES INFORMATION AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

U.S. ADVISORY COMMISSION ON PUBLIC DIPLOMACY

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Retta H. Graham-Hall

485-7501

11-30-87

*Frank B. Burke*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
11/18/87	<i>Johnny Hodge</i> Johnny Hodge	Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>SUBJECT FILES.</u> Correspondence, memorandums, memorandums of conversation, reports, telegrams, press clippings, and other material maintained by the U.S. Advisory Commission on Public Diplomacy. Files relate to the policies, plans, programs, and activities of the Advisory Commission and USIA.</p> <p>Volume on hand: 16 feet Annual accumulation: 2 feet</p> <p>PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 25 years old.</p>		
2.	<p><u>MEETING FILES.</u> Correspondence, minutes of meetings, memorandums, memorandums of conversation, agendas, notes, Federal Register notices, and other material relating to meetings of the Commission.</p> <p>Volume on hand: 6 feet Annual accumulation: 1 foot</p>		

*Copies sent to Recls. Div. & NCF  
12-8-87 MS*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

N1-306-87-6

PAGE

2 OF 2

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

3.

PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 25 years old.

REPORT FILES.

Correspondence, minutes of meetings, memorandums of conversation, and other material relating to the preparation of the Commission's annual report and the responses to it.

Volume on hand: 4 feet  
Annual accumulation: 1 foot

PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 25 years old.

4.

ADMINISTRATIVE FILES.

Records relating to the internal administration and housekeeping activities of the Commission (staffing, training, supplies, space, etc.).

Destroy when 2 years old or when no longer needed, whichever is sooner.

GRS 23,  
Item 1

CONCURRENCES:

Bruce Gregory DATE: 11/13/87

United States Advisory  
Commission on Public Diplomacy (AC)  
Bruce Gregory

Lorie J. Nierenberg DATE: Nov. 18, 1987

Office of the General Counsel (GC)  
Lorie J. Nierenberg

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

JOB NUMBER  
NI-306-87-6

ITEM COUNT  
3

**SUMMARY**

The United States Information Agency submits this job to cover the records of the U.S. Advisory Commission on Public Diplomacy. The commission is a permanent, bipartisan, and independent body created by Congress to recommend policies and programs in support of USIA's mission and principal activities. It is required by law to assess and report on the work of USIA. I recommend approval of this schedule. The items earmarked for permanent retention warrant transfer to the National Archives because they document the policies, plans, functions, and activities of the commission. The disposable records are covered by the General Records Schedules.

**RECOMMENDATION**

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.  
**Items 1, 2, and 3.**
3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

- Not Required.       Required – Publication Date:  
Copies Requested:  
Comments Received:

**SIGNATURES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Darce A. Langbart</i>	11/20/87
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	11/20/87
CONCURRENCES	Director, NNF <i>Acting</i>	<i>Franklin W. Burch</i>	11-25-87

# National Archives



Washington, DC 20409

Date : November 4, 1987

Reply to

Att of : NNFG

Subject : NI-306-87-6

To : NNF, NIR

The recommendations put forth in this appraisal are quite reasonable. NNFG concurs.

*Janet L. Hargett*

JANET L. HARGETT  
Chief, General Branch  
Civil Archives Division

*NIR:*

*I concur and have no objection to applying  
this schedule to the records of the predecessor  
Commission.*

*JurBarch Acting NNF 11-9-87*

*11/24/87  
OK JH*

# National Archives



JK  
10/20/87

Washington, DC 20408

Date : October 16, 1987  
Reply to :  
Attn of : David A. Langbart, NIRM  
Subject : Appraisal of records covered by N1-306-87-6  
To : Director, NIRM *W 10/20*

The United States Information Agency (USIA) submits Job No. N1-306-87-6 (copy enclosed) to cover the records of the United States Advisory Commission on Public Diplomacy. The Commission is a permanent, bipartisan, and independent body created by Congress to recommend policies and programs in support of USIA's mission and principal activities. It is required by law to assess the work of USIA and to report its findings and recommendations to the President, Congress, the Secretary of State, the Director of USIA, and the American people. As now set up, the commission consists of seven members who are appointed by the President with the advice and consent of the Senate. Members are private citizens who represent a cross-section of professional backgrounds and who volunteer their time. The Commission was established in 1978 as the successor to the U.S. Advisory Commission on Information that was set up in the Department of State in 1948 and transferred to USIA in 1953, and the U.S. Advisory Commission on International Educational and Cultural Affairs of the Bureau of Educational and Cultural Affairs of the Department of State which became part of USIA in 1978.

The Commission is an advisory body only. It does not involve itself in the USIA's operations or the management of its internal affairs. In fulfilling the responsibilities given it by Congress, the Commission: {1} formulates and recommends policies and programs to the President, the Secretary of State, and the Director of USIA for carrying out the functions of USIA; {2} appraises the effectiveness of USIA's policies and programs and reports annually to the President, the Congress, the Secretary of State, and the Director of USIA; {3} submits other reports to Congress as may be appropriate and seeks to develop public understanding and support for USIA's mission; and {4} assesses the degree to which the scholarly integrity and non-political character of USIA's educational and cultural exchange programs have been maintained and the attitudes of foreign scholars and governments regarding such activities.

This schedule is another of the contractor's efforts at scheduling USIA records. As with the others, it is not successful. The six series listed on the SF 115 do not match the files in the office of the Commission. In reality

there are four series: Subject Files, Meeting Files, Report Files, and Administrative Files. I have prepared a draft SF 115 (copy enclosed) that accurately reflects the organization and content of the Commission's files. Item 4 does not require appraisal as it is covered by the GRS.

{1} Subject Files. This series is the basic file of the Commission. It contains information on the workings of the Commission and its relationship with the USIA. It includes correspondence, memorandums, memorandums of conversation, reports, telegrams, airgrams, press clippings and other material relating to the policies, plans, and activities of the Commission. I recommend the permanent retention of this series. These records have tremendous archival and historical value for documenting the Commission. Given the Commission's position with regard to USIA, the President, and other agencies, it seems clear that the records should be kept.

{2} Meeting Files. This series contains documentation on the various meetings of the Commission. It contains minutes of meetings, memorandums of conversation, memorandums, agendas, notes, correspondence, and other material relating to the meetings of the Commission. As this series is the only place where the details of the meetings will be found, I recommend permanent retention.

{3} Report Files. This series contains material relating to the preparation of the Commission's annual report and the responses to it. It contains correspondence, minutes of meetings, memorandums of conversation, and other related material. These files detail how the Commission's report is put together and reveal the give-and-take involved in putting together a report that is distributed and read widely. These files have a great deal of evidential and informational value. I recommend permanent retention.

The revised SF 115 will provide for the retirement and eventual transfer to the National Archives of those files of the U.S. Advisory Commission on Public Diplomacy that warrant permanent retention as documenting the policies, plans, functions, and activities of the Commission. This leaves one issue open. There are records of the one of the Commissions predecessors, the U.S. Advisory Commission on Information, in the Washington National Records Center. This schedule could be used to provide disposition authority for that material. If NNF agrees with this, I will provide NCWA with the necessary scheduling information after this schedule is signed. If NNF does not agree, I will undertake a separate appraisal and schedule for those records. I have not located any records of the U.S. Advisory Commission on

International and Cultural Affairs. I am, however,  
continuing the search.

I would appreciate the comments of the Civil Archives  
Division on the proposed schedule and the issue of the  
predecessor commission.

*David A. Langbart*

DAVID A. LANGBART  
Military Appraisal Branch  
Records Appraisal  
and Disposition Division

Enclosures

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-306-87-6

DATE RECEIVED

7-10-87

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

**United States Information Agency**

2. MAJOR SUBDIVISION

**U.S. Advisory Commission on Public Diplomacy**

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

**Retta H. Graham-Hall**

5. TELEPHONE EXT.

**485-7501**

DATE

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

5/5/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Retta H. Graham-Hall*

D. TITLE

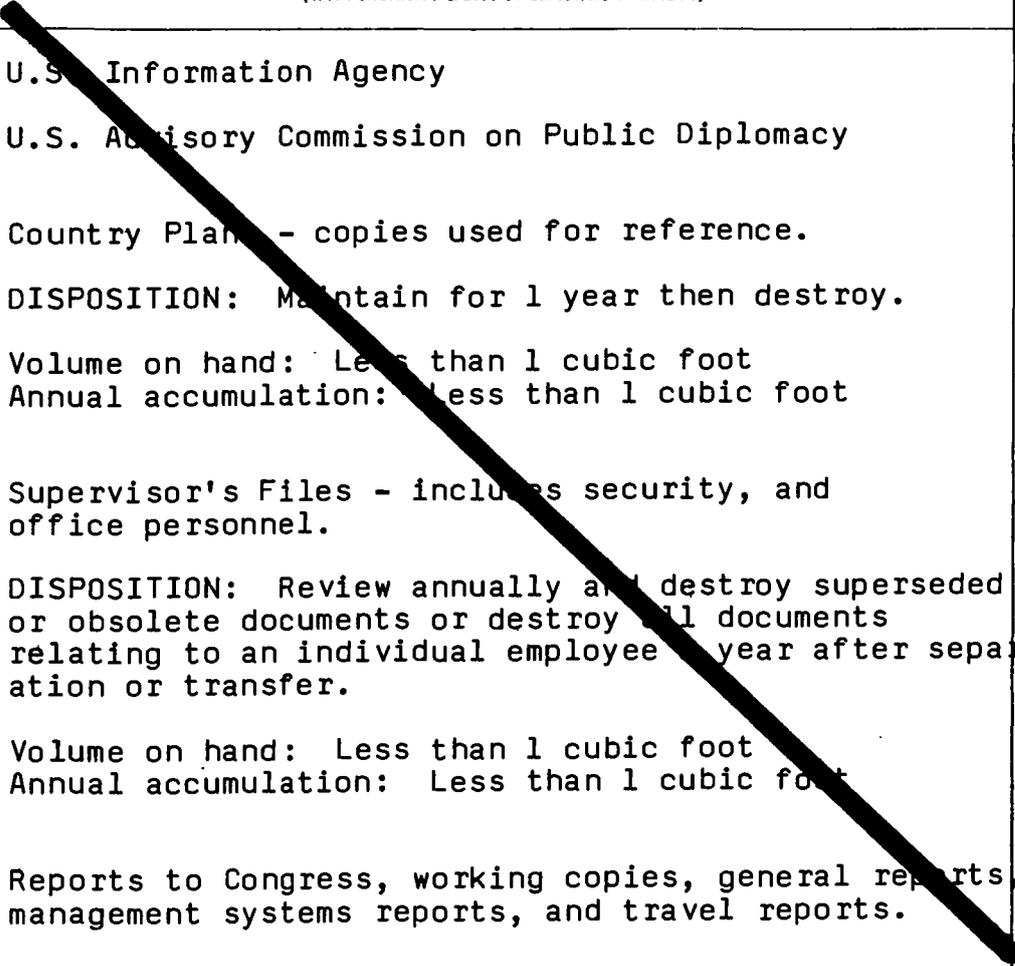
Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)



U.S. Information Agency  
U.S. Advisory Commission on Public Diplomacy  
1. Country Plans - copies used for reference.  
DISPOSITION: Maintain for 1 year then destroy.

Volume on hand: Less than 1 cubic foot  
Annual accumulation: Less than 1 cubic foot

2. Supervisor's Files - includes security, and office personnel.  
DISPOSITION: Review annually and destroy superseded or obsolete documents or destroy all documents relating to an individual employee 1 year after separation or transfer.

Volume on hand: Less than 1 cubic foot  
Annual accumulation: Less than 1 cubic foot

3. Reports to Congress, working copies, general reports, management systems reports, and travel reports.

GRS-1  
Item  
18(a)

DISPOSITION: Maintain for 3 years then destroy.

Volume on hand: Less than 1 cubic foot  
Annual accumulation: Less than 1 cubic foot

4. VOA guidelines, mission statement, and program study areas.

DISPOSITION: Review annually, destroy when material has no further reference value.

GRS-23  
Item 6

Volume on hand: Less than 1 cubic foot  
Annual accumulation: Less than 1 cubic foot

5. Committee records on committee hearing, correspondence meeting minutes.

DISPOSITION: Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

GRS-16  
Item 12  
(b)(2)(b)

Volume on hand: 11 cubic feet  
Annual accumulation: Less than 1 cubic foot

6. Committee records including accounts and allotment working papers for annual reports.

DISPOSITION: Destroy 2 years after committee termination.

GRS-16  
Item 12  
(b)(2)(b)

Volume on hand: Less than 1 cubic foot  
Annual accumulation: Less than 1 cubic foot

**United States  
Information  
Agency**

Washington, D.C. 20547



June 26, 1987

Dear Mr. Rossman:

As you are aware, sometime ago we notified your office of our concern with scheduling a large group of our records, which in the past had been unscheduled. All of the records reflected in the proposed schedules are related to the functions and programs of the Agency, both domestic and abroad. Therefore, enclosed for your review and approval are the SF-115's, "Request for Records Disposition Authority," consisting of 111 pages, covering records for the following offices:

Bureau of Programs  
Bureau of Educational and Cultural Affairs  
Office of Public Liaison  
Office of the General Counsel and Congressional Liaison  
Office of the Inspector General  
United States Advisory Commission on Public Diplomacy  
Office of Research

Most of the records identified in the schedules can be disposed of or transferred to the Washington National Records Center immediately.

In order to provide you with a better understanding of the functions of the offices covered by the schedules, I have also included the organization and function statements for each office.

If you or members of your staff have any questions regarding these proposed schedules please contact Johnny Hodge (Agency Records Officer) of my staff on 485-7480.

Sincerely,

*Thomas H. Connor*  
for Robert W. Bennett  
Chief  
Domestic Support Division

Enclosures: 1. Requests for Records Disposition Authority  
2. Functional Statements for the Offices and Bureaus

Mr. Kenneth Rossman  
Director  
Records Appraisal and Disposition Division (NIR)  
National Archives and Records Administration