

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-306-98-1
1. FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	4/13/98
2. MAJOR SUBDIVISION International Broadcasting Bureau		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office WORLDNET Television and Film Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Shelia A. Prince <i>SP</i>	5. TELEPHONE (202) 619-5479	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 11 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 1/27/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chiches</i>	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Office of WORLDNET Television and Film Services</p> <p>The Office of WORLDNET Television and Film Services produces, contracts for, acquires and adapts films, videotape productions to help advance U.S. foreign policy and economic and cultural objectives abroad.</p> <p>Incorporated into the disposition schedule are the records for the following elements: B/TV Office of the Director, B/TVP WORLDNET Programming Directorate, B/TVPA Acquisitions Division, B/TVT Technical Operations Directorate, B/TVL Language Versions Division, B/TVWP Interactive Division and B/TVWS Staff Productions Division.</p> <p>"Records Common to Most Offices" has been included.</p>		

WORLDNET TELEVISION AND FILM SERVICES

OFFICE OF THE DIRECTOR (B/TV)

1. Director's Subject Files - Letters, memos, status reports and miscellaneous material filed alphabetically by subject or individual on election and Olympic coverages, communications with private sector groups such as CINE, major B/TV projects, USIA working groups and committees, new programs initiated by B/TV, conferences attended by B/TV staffers.

Volume on Hand:	37 cu. ft.
Annual Accumulation:	1.12 cu. ft.

DISPOSITION AUTHORITY: PERMANENT. Cutoff end of the calendar year. Transfer to the Washington National Records Center when 3 years old. Transfer to National Archives when 15 years old.

2. Director's Correspondence - Outgoing letters and memos drafted by the B/TV Director and his staff for the USIA Director, Deputy Director and Counselor. Incoming material sent to B/TV by the USIA Director, Deputy Director and Counselor.

DISPOSITION AUTHORITY: Cutoff at the end of calendar. Destroy when 3 years old.

3. Information Files - Material on interagency coordination, project reports, weekly highlight reports prepared for the USIA Director, outgoing telegrams, briefing memos, interagency correspondence with the Department of State and the White House. Freedom of Information requests, briefing papers, memoranda of conversations and meetings prepared for the USIA Director, the Associate Director for the International Broadcasting Bureau or other agency elements. Material filed by subject file classification system.

Volume on Hand:	.62 cu.
Annual Accumulation:	3.75 cu.

DISPOSITION AUTHORITY: PERMANENT. Cutoff end of the calendar year. Transfer to the WNRC when 3 years old. Transfer to the National Archives when 15 years old.

4. Personnel Files - Letters of recommendation, nominations for awards and commendations, information on attendance and leave, campaigns and drives and

performance evaluations, memos on staffing requirements, training announcements and applications for employment. General information on personnel policy and coordination.

DISPOSITION AUTHORITY: Cutoff end of the calendar year. Destroy when 3 years old.

5. Agency Elements Correspondence Files - Correspondence files, arranged alphabetically by agency element (AF, AR, B, C, D, E, etc.) containing a broad range of memos, letters, briefing papers, operating procedures, research reports, management surveys, press clippings, recommendations for programming, post requests forwarded to area offices.

Volume on Hand:	3.5 cu. ft.
Annual Accumulation:	1.25 cu. ft.

DISPOSITION AUTHORITY: PERMANENT. Cutoff at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 15 years old.

6. Communications General Files

- a. ~~Correspondence and related records pertaining to internal administration and operation for private sector organizations and individuals.~~

~~DISPOSITION AUTHORITY: Destroy when 2 years old. (GRS 12, Item 2a)~~

- b. ~~Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters for international and domestic organizations and conferences.~~

~~DISPOSITION AUTHORITY: Destroy when 3 years old. (GRS 12, Item 2b)~~

7. Organization and Management - Interagency relations and coordination, reorganizations, assignment or realignment of functions, delegations of authority, general office procedures, routine administrative matters.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 5 years old.

8. Motion Picture & Television - Papers on motion picture and television affairs in general; on television-related organizations, festivals and conferences that B/TV may participate in; awards, prizes won by B/TV for programs produced. Filed by subject

file classification.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 5 years old.

9. Motion Picture & TV Programming - Papers on the development, scheduling, production, placement, use, and evaluation of television programs. General reports and statistics, suggestions, proposals, coverages, rights and acquisition. Material filed by subject file classification.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 5 years old.

10. Motion Picture & TV Facilities & Services - Papers on facilities and services used in producing and processing television materials, general reports and statistics, TV stations and networks, facilitative assistance, tape dubbing requests. Filed by a subject file classification system.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 5 years old.

11. Taskings (Agency & B Bureau) - Taskings sent by the USIA Secretariat to the B Secretariat requesting memos, letters, information or material for: USIA or B Director's upcoming meetings or overseas trips; visits by foreign dignitaries; participation in conferences and information talks; and budget figures for upcoming meetings. These taskings cover a wide variety of subjects and are not limited to those listed above. Filed by a subject file classification system.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 4 years old.

12. Personnel Files - Correspondence, forms and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

DISPOSITION AUTHORITY: Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer. (GRS 1, Item 18a)

13. Telephone Records - Telephone statements and toll slips.

DISPOSITION AUTHORITY: Destroy 3 years after period covered by related account. (GRS 3, Item 10)

14. Budget Background Records - Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget.

DISPOSITION AUTHORITY: Destroy 3 year after the close of the fiscal year covered by the budget.

15. Budget Reports Files - Periodic reports on the status of appropriation accounts and apportionment.

- a. Annual report (end of fiscal year).

DISPOSITION AUTHORITY: Destroy when 5 years old. (GRS 5, Item 3a)

- b. All other reports.

DISPOSITION AUTHORITY: Cutoff the end of the fiscal year. Destroy when 3 years after the end of the fiscal year. (GRS 5, Item 3b)

16. RIAS Television Stations - Correspondence, memos, reports, studies, plans, drawings, specifications, equipment lists and related records of the project. The records are arranged by project group, dated January 1986 to May 1992 and semicurrent.

Volume on Hand: 4.5 cubic feet

DISPOSITION AUTHORITY: PERMANENT. Transfer to the Washington National Records Center when 5 years old. Transfer to the National Archives when 25 years old.

17. Routine Procurement Files: Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

- a. Procurement or purchase organization copy, and related papers.

- (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

DISPOSITION AUTHORITY: Destroy 6 years and 3 months after final payment. (GRS 3, Item 3a(1))

- (2) Transactions of \$25,000 or less and construction contracts under \$2,000.

DISPOSITION AUTHORITY: Destroy 3 years after final payment.
(GRS 3, Item 3a(2))

- b. Obligation copy.

DISPOSITION AUTHORITY: Destroy when funds are obligated. (GRS 3, Item 3b)

- c. Other copies of records described above used by component elements of procurement office for administrative purposes.

DISPOSITION AUTHORITY: Destroy upon termination or completion. (GRS 3, Item 3c)

**PROGRAM COORDINATION DIVISION
(B/TVP)**

18. Public Affairs Files - Memos, telegrams, faxes used by Public Affairs/Training Officer (working papers & background materials).

DISPOSITION AUTHORITY: Destroy when 2 years old or when no longer needed.

19. Programming Files - Memos, telegrams, faxes, reports used by the Director of the Office of Programs in the operation and administration of the office. (Working papers and background materials). Records are maintained alphabetically by subject.

DISPOSITION AUTHORITY: Destroy when 2 years old or when no longer needed.

20. Area Coordination Files - Memos, telegrams, faxes reports used by the Area Coordinators in processing programming requests from their individual areas. (Non-record working papers and background materials.)

DISPOSITION AUTHORITY: Destroy when 2 years old or when no longer needed.

21. Policy Files - Memos, telegrams, faxes, reports used by Policy Officer in providing policy support for WORLDNET productions and acquisitions. (Non-record, working papers and background material.)

DISPOSITION AUTHORITY: Destroy when 2 years old or when no longer needed.

22. Program Evaluation Files - Weekly and periodic reports on post use of B/TV Programs; Periodic reports on production by content, distribution, etc. Reports are

ed alphabetically by subject and chronologically. These records are maintained in paper copy and electronically.

Volume on Hand: 8 cu. ft.
Annual Accumulation: .75 cu. ft.

DISPOSITION AUTHORITY: PERMANENT. Transfer to the Washington National Record Center when 5 years old. Transfer to the National Archives when 25 years old

**ACQUISITIONS DIVISION
(B/TVPA)**

23. Subject Files - Telegrams requesting information on new WORLDNET productions. The records arranged alphabetical by subject.

DISPOSITION AUTHORITY: Cutoff at the end of the fiscal year. Destroy when 3 years old or no longer needed.

24. Country Files - Telegrams requesting information on new WORLDNET productions. The records are arranged alphabetically by country.

DISPOSITION AUTHORITY: Cutoff at the end of the fiscal year. Destroy when 3 years old or when no longer needed.

25. Program Files - Contains program titles, contracts, letter agreements, language version requests, memos, letters, cables, invoices, rights, royalty payments and purchase orders for publication authority.

DISPOSITION AUTHORITY:

- a. **Paper** - Cutoff at the end of the program. Retain in the office until copyright agreement has been terminated. Destroy one year after agreement has been terminated.
- b. **Audiovisual** - Retain until copyright agreement has been terminated. Destroy or degauss tape one year after agreement has been terminated or when no longer needed.

**LANGUAGE VERSIONS DIVISION
(B/TVWL)**

26. Contractors Security Files - Copy of request for security clearance on contractors;

copy of test result of both written and voice auditions; memos from security with approval for use of hire. The records are filed alphabetical by name. The records are updated periodically and are kept current.

DISPOSITION AUTHORITY: Destroy when superseded or obsolete. (GRS 18, Item 23)

27. Program Production Files - Acquired, in-house produced TV programs (series and single programs), talent request; request for language version of program and program completion form; purchase order, petty cash for transcription service. The records are filed alphabetical by name.

DISPOSITION AUTHORITY: Cutoff at the end of the fiscal year. Destroy when 2 years old or when no longer needed. ~~(GRS 18, Item 23)~~

28. State Department Interpreters Files - Monthly letters of agreement for reimbursement to State for use of simultaneous interpreters, vouchers for payment. The daily program logs contains the WORLDNET number, title, interpreters, airtime, date, country and other information to which identifies the live programs.

DISPOSITION AUTHORITY: Cutoff at the end of the fiscal year. Destroy when no longer needed.

29. Program Script Files - Acquired and in-house TV produced programs in script form in multiple languages, English included. The records are filed alphabetically by name.

DISPOSITION AUTHORITY: Cutoff at the end of a calendar year. Destroy when no longer needed.

WORLDNET INTERACTIVES DIVISION (B/TVWP)

30. TV Production Data

- a. Program memos, letters, scripts, completion reports, transcripts of program, program assignments, "fax sheet to initiate program, any other material not kept by individual producers. The records are arranged numerical by WORLDNET Number starting with one.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 2 years old.

- b. Every telegram/cables received by B/TVWP. The records are filed by

geographic area and the alphabetically by post name.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 2 years old.

**STAFF PRODUCTION DIVISION
(B/TVWS)**

31. Science World - Contain scripts, cables and program completion requests of ongoing weekly programs on science.

Volume on Hand:	1.5 cu.ft.
Annual Accumulation:	.75 cu.ft.

DISPOSITION AUTHORITY: PERMANENT. Transfer to Washington National Records Center when 10 years old. Transfer to the National Archive when 30 years old.

32. Documentaries - Series of weekly programs documentaries on various subject matters. The records contain scripts, cables and program completion requests and arranged in chronological order.

Volume on hand:	1.5 cu. ft.
Annual Accumulation:	.11 cu. ft.

DISPOSITION AUTHORITY: PERMANENT. Cutoff at the end of the calendar year. Transfer to Washington National Records Center when 10 years old. Transfer to the National Archives when 30 years old.

33. Satellite Files - Series of weekly and monthly satellite program scripts, cables and completion request. The files are arranged in chronological order.

Volume on hand	1.5 cu. ft.
Annual Accumulation:	.11 cu. ft.

DISPOSITION AUTHORITY: PERMANENT. Cutoff at the end of the calendar year. Transfer to Washington National Records Center when 10 years old. Transfer to the National Archives when 30 years old.

34. Production Miscellaneous - Cables, work schedules, memos within TV, program completions, publications, staff meeting notes. These records are maintained alphabetically by subject.

DISPOSITION AUTHORITY: Cutoff at the end of the fiscal year. Destroy when 2 years old.

**TECHNICAL OPERATIONS DIVISION
(B/TVT)**

35. Country Files - Memos, telegrams, and copies of contracts, with various area offices and country facilities pertaining to satellite materials and other related items.

DISPOSITION AUTHORITY: Cutoff annually. Destroy when 2 years old.

36. Subject Files - All files contain memoranda and informational devices (i.e. telegrams and faxes) that either directly or indirectly involve the Technical Operations Division.

DISPOSITION AUTHORITY: Cutoff at the end of the calendar year. Destroy when 2 years old.

Records Common to Most Offices

- ~~37. Emergency Planning Administrative Correspondence Files - Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule. Agency plan for emergency evacuation, disasters, riots.~~

~~DISPOSITION AUTHORITY: Destroy when 2 years old. (GRS 18, Item 26)~~

38. Administrative Files. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which they exist. In general, records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies, office services, equipment requests and receipts; productivity plans and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

DISPOSITION AUTHORITY. Destroy when 2 years old, or when no longer needed, whichever is sooner. (GRS 23, Item 1)

39. Budget Correspondence Files - Copies of accounting data, quarterly financial plans,

monthly status reports, cuff records, budget action requests, telegrams, transfer of funds, public vouchers, fedlink deobligations, miscellaneous obligations, miscellaneous years ODL, OEDTs and general vouchers.

DISPOSITION AUTHORITY. Cutoff at the end of the fiscal year. Destroy when 2 years old or after the funds have been liquidated.

40. Time and Attendance.

- ~~a. Records including Daily Time Records (sign in/sign out, IA-815); Application for Leave (SF71); Maxiflex Biweekly Time Records (IA-1169); Overtime memos, rotating work schedules. Records filed by subject classification system.~~

~~DISPOSITION AUTHORITY. Destroy 5 years after the pay period. (N1-306-92-4, Item 1b)~~

- ~~b. Copies of initialed time sheets maintained by individual elements.~~

~~DISPOSITION AUTHORITY. Destroy 5 years after the pay period. (N1-306-92-4, Item 1a(2))~~

41. Chronological Files - Contain extra copies of communications, correspondence, and other documents arranged in order of occurrence.

DISPOSITION AUTHORITY: Cutoff annual. Destroy when 2 years old or when no longer needed, whichever is sooner.

42. Electronic Time Sheets - Copies of electronic time sheets with original signature approvals.

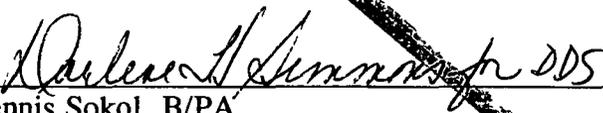
DISPOSITION AUTHORITY. Destroy 5 years after the pay period.

Concurrences:



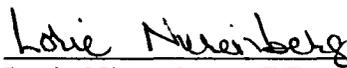
John E. Lennon, B/TV
Acting Director, Office of WORLDNET
Television and Film Service

9/16/97
DATE



Dennis Sokol, B/PA
Director, Office of Administration
International Broadcasting Bureau

11/26/97
DATE



Lorie Nierenberg, GC
Office of the General Counsel

1/23/98
DATE