

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-98-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/5/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1, 3, 4, 7, 10-11, 18, 22, 29, 33-35, 37-49, and 52

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

NARA accessioned the records described in items 2, 6, 8-9, 12-17, 19-21, 23, 24, 27, 28, 30-32, 50, and 51. The Federal Records Center Program disposed of the records in items 5, 25, 26, and 36.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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 <i>NI-306-98-2</i>	
1. FROM (Agency or establishment) <i>[Department of State]</i>		DATE RECEIVED <i>07/31/06</i>	
2. MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE <i>10/6/2006</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. Smith</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 16 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 <i>7/17/2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Deputy Director, A/ISS/IPS Agency Records 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)
	See attached.		

8/11/06/2006 copies sent to Navy, NSA, NCS, NWC70, DOWMA

UNITED STATES INFORMATION AGENCY

**MOTION PICTURE SERVICE (IMS), 1953-1966
Office of the Director**

1. Research Studies, 1948-1955. 5 Feet.

Reports of research studies conducted for the purpose of establishing, shaping, planning, and evaluating motion picture policies and programming. Records include social science research studies conducted by the Bureau of Social Science Research at the American University, the Bureau of Applied Social Research at Columbia University, and the University of North Carolina, psychological warfare reports, and propaganda handbooks.

WNRC Acc. No. 306-63A368. Boxes 32-34, 36-37. Lot 62D383.

PERMANENT. Transfer to the National Archives immediately.

2. Film Program Files, 1950-1954. 1 Foot.

Arranged alphabetically by subject and geography. Records relating to motion picture program planning and evaluation activities. Subjects include "race and programming," "evaluation techniques," "films," "local activities," "country programs," "distribution techniques," and "program evaluation." Records include reports, memorandums, despatches, correspondence, and related records.

WNRC Acc. No. 306-63A368. Box 35. Lot 62D383.

PERMANENT. Transfer to the National Archives immediately.

3. Country Files, 1952-55. 9 feet.

Arranged alphabetically by country. Files of motion picture program activities by country, including motion picture production, acquisition, and distribution operations and motion picture program objectives. Records include requisition and distribution records, program and attendance reports, memorandums, despatches, telegrams, correspondence, field messages, and related records.

WNRC Acc. No. 306-63A190. Boxes 461-462. Lot 55D449.

WNRC Acc. No. 306-63A190. Boxes 463-464. Lot 55D533.

WNRC Acc. No. 306-63A190. Box 465. Lot 56D94.

WNRC Acc. No. 306-63A190. Boxes 467-470. Lot 59D552.

PERMANENT. Transfer to the National Archives immediately.

4. Subject Files, 1957-1964. 9 Feet.

Arranged by numeric subject code. Files relating to the administration of the motion picture program, including film production, acquisition, and distribution activities. Subjects include shipment, requests, proposals, material, equipment, agreements, publicity, screenings, rights, taxes, and related subjects.

WNRC Acc. No. 306-64A970. Boxes 1-6. Lot Unknown.

WNRC Acc. No. 306-67A1577. Boxes 31-33. Lot Unknown.

PERMANENT. Transfer to the National Archives immediately.

5. Budget Files, 1964-1965. 2 Feet.

Arranged by numeric subject code. Files relating to budget execution and fund control activities, including budget calls, salary computations, funding for operational activities, status of funds, transfer of funds, allocation of funds, accounting reports, etc. Records include memorandums, correspondence, financial reports, spread sheets and related records for fiscal year 1965.

WNRC Acc. No. 306-68A1415. Boxes 186-187. Lot 67D129

TEMPORARY. Destroy immediately.

Administrative Staff (IMS/A)

6. Production Contract Files, 1958-1960. 6 feet.

Arranged numerically. Files of contracts for domestic and foreign productions of documentary films, newsreels, and/or special coverage and topical films. Files cover planning and programming, budget, and project initiation and development activities. Records include payment records, contractual agreements, vouchers, invoices, requests for services, correspondence, cost estimates, memorandums, technical information, scripts, reports, film reviews, and related records.

WNRC Acc. No. 306-64A536. Boxes 104-105. Lot 63D311.

WNRC Acc. No. 306-64A536. Boxes 106-109. Lot 63D312.

PERMANENT. Transfer to the National Archives immediately.

7. Material Prepared for Appropriations Subcommittee Investigation, 1959-60. 1 foot.

Files relating to a Congressional investigation of the Motion Picture Service by an Appropriations Subcommittee. The compiled records document the organization and activities of the Motion Picture Service, including staffing, operational, budget, and programming activities.

WNRC Acc. No. 306-67A222. Box 93. Lot 66D80.

PERMANENT. Transfer to the National Archives immediately.

Attestation and Review Staff (IMS/R)

8. Film Festival Files, 1946-54. 1 foot.

Records relating to activities at foreign film festivals, including identifying and reviewing films in order to determine if the content of any films met the needs of Motion Picture Service objectives. Records include reports, film reviews, correspondence, memorandums, and related records. The files cover film festivals in Venice (1947-49 and 1954), Berlin (1954), Cannes (1946-47, 1949, and 1954), Milan (1948), Paris (1946-47), and Edinburgh (1954). This item does not cover records on the Information program for Germany (Lot 55D646), despite what the description for these records states in the SF 135.

WNRC Acc. No. 306-63A190. Box 438. Lot 55D162 and Lot 55D510.

PERMANENT. Transfer to the National Archives immediately.

9. Film Catalog Project Files, 1949-58. 5 feet.

Files relating to the production of the USIA film catalog, "U.S. Educational, Scientific, and Cultural Motion Pictures and Filmstrips Suitable and Available for Use Abroad." Files cover topics relating to screening films, acquiring film rights and permission to list films, and reviewing films for conformity to program objectives. Records include memorandums, circulars, reports, correspondence, and related records.

WNRC Acc. No. 306-61A226. Box 1. Lot 55D17.

WNRC Acc. No. 306-61A226. Boxes 2-3. Lot 55D611.

WNRC Acc. No. 306-61A226. Box 4. Lot 57D351.

WNRC Acc. No. 306-61A226. Box 5. Lot 57D352.

PERMANENT. Transfer to the National Archives immediately.

10. Subject Files, 1952-53. 1 foot.

Subject files relating to the establishment of an international standard for indexing, cataloging, and evaluating educational films. Records include working papers, conference proceedings, reports, correspondence, cataloging rulebooks, film evaluation criteria, and related records.

WNRC Acc. No. 306-63A190. Box 466. Lot 57D350.

TEMPORARY. Destroy immediately.

11. Subject Files, 1953-1962. 2 feet.

Files relating to organization operations, public affairs, training, and other miscellaneous aspects of the motion picture program, including program planning, film and television reference material, speech files of IMS Director Turner Shelton (1957-58), film treatments, overseas operations, special projects, and acquisition, production and distribution. Box 94 also contains four inches of records relating to the USIA Broadcasting Service (IBS), including monthly reports.

WNRC Acc. No. 306-65A175. Boxes 94-95. Lot 64D304.

PERMANENT. Transfer to the National Archives immediately.

Overseas Operations Division (IMS/O)

12. Country Files, 1950-1954. 1 foot.

Arranged by region and country. Files relating to overseas motion picture planning activities and the exhibition of films, including acquiring film prints, exhibition and technical equipment, and technical facilities. Records include country plans, directives, Field messages, statistical reports, memorandums, telegrams, and related records.

WNRC Acc. No. 306-65A564. Box 92. Lot 58D376.

PERMANENT. Transfer to the National Archives immediately.

Mission Services Branch (IMS/OM)

13. European Post Files, 1956-1957. 3 inches.

Arranged alphabetically by country. Files of motion picture activities in Europe, including motion picture production, acquisition, and distribution operations and motion picture program objectives. Records include operations memorandums, progress reports, correspondence, office memorandums, despatches, and related records.

WNRC Acc. No. 306-62A619. Box 24 (pt.). Lot 60D482.

PERMANENT. Transfer to the National Archives immediately.

Laboratory Services Branch (IMS/OL)

14. Translated Foreign Newsreel Scripts, 1951-1956. 12 Feet.

Arranged numerically. Files of translated newsreel scripts and supporting documentation. Records include newsreel schedules, shipment orders, scripts, and related records.

WNRC Acc. No. 306-61A226. Boxes 39-40. Lot 55D454.

WNRC Acc. No. 306-61A226. Boxes 41-47. Lot 56D593.

WNRC Acc. No. 306-61A226. Boxes 48-50. Lot 57D121.

PERMANENT. Transfer to the National Archives immediately.

Foreign Production Division (IMS/F)

15. Foreign Production Title Files, 1951-1962. 20 feet.

Arranged by geographic region there under by country or subject. Files relating to the management and direction of overseas film production and distribution operations, including activities relating to facilities, equipment, technical matters, and program planning. Records include correspondence, operations memorandums, telegrams, shipment notices, progress reports, despatches, film requests, film reviews, viewing schedules, and related records. Film reviews describe technical information, e.g., film title, film source, sponsor, producer, length, black and white or color, program suitability, and recommendation for use.

WNRC Acc. No. 306-62A185. Boxes 9-18. Lot 61D327.

WNRC Acc. No. 306-66A274. Boxes 82-91. Lot 65D327.

PERMANENT. Transfer to the National Archives immediately.

16. Foreign Production Script Files, 1949-1959. 23 feet.

Files of foreign production scripts and supporting documentation of documentary films, newsreels, or topical and special coverage films. Records include film scripts, memorandums, correspondence, film reviews, production reports, research reports, and related records.

WNRC Acc. No. 306-61A226. Boxes 51-63. Lot 57D691.

WNRC Acc. No. 306-61A226. Boxes 77-82. Lot 57D707.

WNRC Acc. No. 306-63A190. Boxes 471-74. Lot 61D108.

PERMANENT. Transfer to the National Archives immediately.

17. Foreign Production Subject Files, 1949-1955. 1 foot.

Subject files relating to foreign film production program activities, including production, acquisition, and distribution activities. Records include monthly reports, program reports, screening reports, personnel records, and related program administration records.

WNRC Acc. No. 306-61A226. Box 64. Lot 57D691.

PERMANENT. Transfer to the National Archives immediately.

Domestic Production Division (IMS/D)

18. Domestic Production Script Files, 1949-1955. 13 feet.

Files of domestic production scripts and supporting documentation of documentary films, newsreels, or topical and special coverage films. Records include film scripts, memorandums, correspondence, film reviews, production reports, research reports, and related records.

WNRC Acc. No. 306-61A226. Boxes 65-67. Lot 57D705.

WNRC Acc. No. 306-61A226. Boxes 68-76. Lot 57D706.

WNRC Acc. No. 306-63A190. Box 459. Lot 55D145.

PERMANENT. Transfer to the National Archives immediately.

Office of the Production Manager (IMS/P)

19. Production Research Files, 1952-1957. 4 Feet.

Files of scripts and script research reports relating to Motion Picture Service program planning activities, specifically the production and acquisition of suitable films for meeting program objectives. Records include scripts, memorandums, correspondence, research reports, and related records.

WNRC Acc. No. 306-65A175. Boxes 99-102. Lot 64D208.

PERMANENT. Transfer to the National Archives immediately.

20. Motion Picture Scripts and Film Treatments, 1949-1954. 14 feet.

Files of film scripts, film treatments, and supporting documentation relating to the domestic and foreign production of documentary films, newsreels, or topical and special coverage films. Records include film scripts, memorandums, correspondence, film reviews, production reports, research reports, and related records.

WNRC Acc. No. 306-61A226. Boxes 25-28. Lot 54D96.

WNRC Acc. No. 306-61A226. Boxes 29-30. Lot 54D214.

WNRC Acc. No. 306-61A226. Box 31. Lot 54D241.

WNRC Acc. No. 306-61A226. Boxes 32-34. Lot 54D300.

WNRC Acc. No. 306-61A226. Boxes 35-36. Lot 54D352.

WNRC Acc. No. 306-61A226. Boxes 37-38. Lot 55D379.

PERMANENT. Transfer to the National Archives immediately.

Foreign Production Division (IMS/PF)

21. Foreign Production Division General and Circular Files, 1956-1962. 1 foot.

Files of formal directives distributed as circulars relating to program functions and general informational files relating to program functions, including the coordination and supervision of the overseas production of films. Records include memorandums, airgrams, telegrams, reports, film scripts, and related records.

WNRC Acc. No. 306-66A1129. Box 107. Lot 65D392

PERMANENT. Transfer to the National Archives immediately.

22. Foreign News Lineup Script Files, 1961-1962. 2 feet.

Arranged numerically. Files of foreign newsreel programming schedules and scripts. Records include newsreel issue cover memorandums and programming guides. The guides include lists of programs, dates, times, stations, languages, and scripts.

WNRC Acc. No. 306-68A1415. Boxes 184-185. Lot 65D387.

PERMANENT. Transfer to the National Archives immediately.

23. Rathvon Project Production Files, 1951-1961. 2 feet.

Arranged by country. Files of film productions sponsored by IMS under contract with N.P. Rathvon & Co. Rathvon produced screenplays, films, and documentaries addressing preselected themes for specific countries, e.g., anticommunist screen plays for Italy. Records include theme documents, correspondence, story plans, scripts, authorizations, approvals, production costs and estimates, distribution agreements, progress reports, country reports, contractual material, and related records.

WNRC Acc. No. 306-66A274. Boxes 80-81. Lot 65D245.

PERMANENT. Transfer to the National Archives immediately.

TELEVISION SERVICE (ITV), 1958-1966

24. Director's Subject Files, 1957-58. 1 foot.

Arranged by subject. Files relating to the day-to-day administration of program operations at USIS Posts, including acquisition, production, and distribution activities. Records include USIA circulars, correspondence, memorandums to and from the Director, and Broadcast Advisory Committee Meetings correspondence and minutes. Records include memorandums, reports, letters, minutes of meetings, and related records.

WNRC Acc. No. 306-65A175. Box 179. Lot 60D442.

PERMANENT. Transfer to the National Archives immediately.

25. Subject Files, 1963. 2 feet.

Arranged alphabetically and by agency unit. Records relating to ITV administrative activities, including intra-agency business. Records include memorandums, reports, purchase orders, correspondence, and related records. Subjects include personnel, budget, supply, and related facilitative activities of the Television Service.

WNRC Acc. No. 306-66A1129. Boxes 267-268. Lot 65D358.

TEMPORARY. Destroy immediately.

26. Budget Files, 1964-1965. 2 Feet.

Arranged by numeric subject code. Files relating to budget execution and fund control activities, including budget calls, salary computations, funding for operational activities, status of funds, transfer of funds, allocation of funds, accounting reports, etc. Records include memorandums, correspondence, financial reports, spread sheets and related records for fiscal year 1965.

WNRC Acc. No. 306-68A1415. Boxes 188-189. Lot 67D129.

TEMPORARY. Destroy immediately.

27. Post Files, 1958-1960. 3 Feet.

Arranged alphabetically by post. Files relating to Television Service program operations at USIS posts around the world, including production, acquisition, and distribution activities. Records include operations memorandums, Field Messages, Pouch Messages, reports, correspondence, office memorandums, minutes of meetings, and related records.

WNRC Acc. No. 306-65A564. Boxes 191-192. Lot 61D237.

WNRC Acc. No. 306-65A564. Box 193. Lot 64D380.

PERMANENT. Transfer to the National Archives immediately.

28. Correspondence Files, 1955-62. 3 Feet.

Arranged by subject. Correspondence files maintained by the ITV Director and Program Manager pertaining to programming, production, acquisition, distribution, Congress, the Broadcast Advisory Committee, intra- and inter-agency correspondence, ITV, and related subjects.

WNRC Acc. No. 306-65A564. Boxes 194-195. Lot 64D380.

WNRC Acc. No. 306-65A564. Box 196. Lot 64D96.

PERMANENT. Transfer to the National Archives immediately.

Administrative Staff (ITV/A)

29. Subject Files, 1963. 1 Foot.

Arranged alphabetically. Records relating to the administration of ITV operations, including support services and program operations. Records include reports, correspondence, memorandums, telegrams, briefing material, and other records relating to the administrative activities of ITV.

WNRC Acc. No. 306-68A1415. Box 193. Lot 66D426.

PERMANENT. Transfer to the National Archives immediately.

Office of the Program Manager (ITV/M)

30. Project Files, 1955-62. 6 inches.

Files relating to planning and developing television programs, including the production, acquisition, and distribution of programs. Records include correspondence, reports, memorandums, and related records.

WNRC Acc. No. 306-65A564. Box 197 (pt.). Lot 64D96.

PERMANENT. Transfer to the National Archives immediately.

**Program Staff (ITV/MS)
Latin American Field Office**

31. Program Files, 1962. 4 feet.

Files relating to the management and direction of TV operations in Latin America, including production, acquisition, and distribution activities. Records include distribution, placement, and usage reports, correspondence, scripts, research studies, and related records.

WNRC Acc. No. 306-65A564. Boxes 198-201. Lot 64D360.

PERMANENT. Transfer to the National Archives immediately.

32. Subject Files, 1962. 2 feet.

Files relating to major program activities in Latin America, including program planning, development, and execution. Records include correspondence, despatches, research reports, memorandums, Field Messages, Post reports, country plans, training material, telegrams, and related records.

WNRC Acc. No. 306-65A564. Boxes 202-203. Lot 64D360.

PERMANENT. Transfer to the National Archives immediately.

MOTION PICTURE AND TELEVISION SERVICE (IMV), 1967-1970

33. Subject Files, 1954-1966. 5 feet.

Files relating to motion picture operations, including acquisition, production and distribution activities. Subjects include complimentary prints, offers of assistance, refusals (film or footage), suggestions (positive and negative), requests for assistance, requests for information, print orders, lab authorizations, requests for loans of films, receipts, foreign employee training, screening logs, print authorizations, award proposals, and public relations. Records include correspondence, memorandums, shipment orders, telegrams, film loan receipts, release forms, and related records. Box 93 also contains special files of the same nature as the above records relating specifically to films covering President Kennedy.

WNRC Acc. No. 306-69A6135. Boxes 92-94. Lot 68D363.

WNRC Acc. No. 306-69A6135. Boxes 95-96. Lot 68D365.

PERMANENT. Transfer to the National Archives immediately.

34. "John F. Kennedy: Years of Lightning, Day of Drums" Files, 1964-1967. 1 foot.

Files relating to the acquisition, distribution, and evaluation of the USIA documentary film, "John F. Kennedy: Years of Lightning, Day of Drums." Files cover screenings of the film, requests to see the film, inquiries about the film, letters of appreciation, publicity, audience reactions, distribution agreements, contractual information, overseas field reports, and related information. Records include correspondence, memorandums, shipment orders, reports, and related records.

WNRC Acc. No. 306-71A2101. Box 177. Lot 69D534.

PERMANENT. Transfer to the National Archives immediately.

Executive Office (IMV/A)

35. Contract Files, 1951-1972. 13 feet.

Arranged numerically. Files of contracts for productions of documentary films, newsreels, special coverage and topical films, and/or television programs, including planning and programming, budget, and project initiation and development activities. Records include payment records, contractual agreements, vouchers, invoices, requests for services, correspondence, cost estimates, memorandums, technical information, scripts, reports, film reviews, and related records.

WNRC Acc. No. 306-68A1415. Boxes 194-195. Lot 67D169.

WNRC Acc. No. 306-69A6135. Boxes 112-115. Lot 68D445.
WNRC Acc. No. 306-80-88. Box 1. Lot 74D466.
WNRC Acc. No. 306-72A4932. Box 83 (pt.). Lot 70D494.
WNRC Acc. No. 306-67A222. Box 99. Lot 66D214.
WNRC Acc. No. 306-67A222. Box 100 (pt.). Lot 66D214.
WNRC Acc. No. 306-80-103. Boxes 1-4. Lot 74D465.

PERMANENT. Transfer to the National Archives immediately.

36. Purchase Orders and Monthly Reports, 1963-64 and 1968-69. 2 feet.

Files of purchase orders and monthly procurement report for Fiscal Years 1964 and 1968, covering laboratory services, Washington Facilities, supplies and equipment, TV coverage and news features, editing, research and writing, artwork, and music rights.

WNRC Acc. No. 306-72A4932. Box 83 (pt.). Lot 70D494.
WNRC Acc. No. 306-67A222. Boxes 100 (pt.) - 101 (pt.). Lot 66D214.

TEMPORARY. Destroy immediately.

37. Project Files, 1956-1967. 4 feet.

Arranged by project and geography. Files relating to the major activities of the television program in Africa, Latin America, and Europe, including program acquisition, production, and distribution activities. Records include contractual agreements, award notices, work order requests, invoices, receipts, purchase orders, cost estimates, correspondence, program transcripts, and related records.

WNRC Acc. No. 306-69A6135. Boxes 108-111. Lot 68D394.

PERMANENT. Transfer to the National Archives immediately.

**Office of the Program Manager (IMV/M)
Africa Programs (IMV/MA)**

38. Country Files, 1961-1964. 2.5 feet.

Arranged alphabetically. Files relating to the major program activities of the television program in Africa, including acquisition, production, and distribution operations. Records include shipping orders, field reports, requests for production services and shipment, distribution lists, telegrams, memorandums, correspondence, directives, field messages, and related records.

WNRC Acc. No. 306-67A1306. Boxes 48-49. Lot 66D252.
WNRC Acc. No. 306-67A1306. Box 50 (pt.). Lot 66D252.

PERMANENT. Transfer to the National Archives immediately.

Latin American Programs (IMV/ML)

39. Country Files, 1962-1964. 5 feet.

Arranged alphabetically. Files relating to the management and direction of motion picture and television operations in Latin America, including program development, acquisition, production and distribution activities. Records include scripts, memorandums, telegrams, agreements, correspondence, airgrams, audience reaction reports to U.S. films and television programs, and related records.

WNRC Acc. No. 306-66A1129. Boxes 269-273. Lot 66D49.

PERMANENT. Transfer to the National Archives immediately.

Near East Programs (IMV/MN)

40. Country Files, 1961-1964. 6 inches.

Arranged alphabetically. Files relating to the major program activities of the television program in the Near East, including acquisition, production, and distribution operations. Records include telegrams, memorandums, correspondence, field messages, and related records.

WNRC Acc. No. 306-67A1306. Box 50 (pt.). Lot 66D252.

PERMANENT. Transfer to the National Archives immediately.

Acquisitions Staff (IMV/MQ)

41. Title Files, 1946-1967. 2 feet.

Arranged alphabetically by film title. Files relating to the acquisition of motion pictures for exhibition, including film solicitation, evaluation, distribution, and production arrangements. Records include letters, memorandums, telegrams, acquisition authorizations, film reviews, scripts, and related records. Film reviews describe technical information, e.g., film title, film source, sponsor, producer, length, black and white or color, program suitability, and recommendation.

WNRC Acc. No. 306-70A4044. Boxes 43-44. Lot 69D188.

PERMANENT. Transfer to the National Archives immediately.

Office of Operations Manager (IMV/O) Special Services Division (IMV/OS)

42. Film Title Files, 1965-1966. 9 feet.

Arranged alphabetically by film title. Files relating to the management and direction of program operations, particularly distribution. Records include print release orders, shipping notices, correspondence, film requests, and other records relating to the administration of programming operations. The films covered by this item were retired by the USIA from current programming because of expiration of use of rights and/or obsolete content.

WNRC Acc. No. 306-68A1415. Boxes 207-215. Lot 66D464.

PERMANENT. Transfer to the National Archives immediately.

**Office of the Production Manager (IMV/P)
Documentary Production Division (IMV/PD)**

43. Project Files, 1959-1962. 6 feet.

Files relating to the production of documentary films, including technical operations and program policies. Records include scripts, correspondence, film review memorandums, notices, contractual agreements, authorizations for payment, and related records.

WNRC Acc. No. 306-69A6135. Boxes 116-121. Lot 68D447.

PERMANENT. Transfer to the National Archives immediately.

Regional Production & Field Operations Division (IMV/PR)

44. Burma and Vietnam Files, 1963-1967. 6 inches.

Arranged by country. Files relating to the production and distribution of motion pictures in Burma and Vietnam. Records include shipment orders, pouch messages, operations memorandums, telegrams, and related records.

WNRC Acc. No. 306-69A6135. Box 122 (pt.). Lot 69D64.

PERMANENT. Transfer to the National Archives immediately.

45. East Asia and Pacific Country Files, 1953-1969. 9 feet.

Arranged by country. Files relating to the production and distribution of motion pictures in East Asia and the Pacific. Records include shipment orders, requests for technical equipment, country plans, airgrams, pouch messages, operations memorandums, telegrams, film reviews and scripts, correspondence, reports, and related records.

WNRC Acc. No. 306-72A4932. Boxes 84-92. Lot 71D95.

PERMANENT. Transfer to the National Archives immediately.

46. Latin America Country Files, 1963-1966. 1 foot.

Arranged by country. Files relating to the management and direction of the television program in Latin America. Records include operations memorandums, telegrams, airgrams, Field Usage Reports on Television material, programming schedules, film clip scripts, and related records.

WNRC Acc. No. 306-71A2101. Box 178. Lot 69D159.

PERMANENT. Transfer to the National Archives immediately.

Staff Production Division (IMV/PS)

47. Production Project Files, 1962-1967. 35 feet.

Files of contracts for productions of documentary films, newsreels, and/or special coverage and topical films and television programs. Files cover planning and programming, budget, and project initiation and development activities. Records include scripts, contracts, film requests, correspondence, memorandums, invoices, cost estimates, shipping notices, and related records.

WNRC Acc. No. 306-69A3445. Boxes 139-142. Lot 68D9.
WNRC Acc. No. 306-71A2101. Boxes 179-185. Lot 69D342.
WNRC Acc. No. 306-71A2101. Boxes 186-191. Lot 69D343.
WNRC Acc. No. 306-71A2101. Boxes 192-200. Lot 69D415.
WNRC Acc. No. 306-71A2101. Boxes 201-209. Lot 69D531.

PERMANENT. Transfer to the National Archives immediately.

48. Television Production Files, 1964-1966. 9 feet.

Arranged by project. Files relating to the production of television programs, including planning and programming, budget, and project initiation and development activities. Records include contractual agreements, award notices, work order requests, invoices, receipts, purchase orders, cost estimates, correspondence, program transcripts, and related records.

WNRC Acc. No. 306-72A4932. Boxes 74-82. Lot 70D431.

PERMANENT. Transfer to the National Archives immediately.

**SCREEN SERVICE (ISS), 1971-72
Executive Office (ISS/A)**

49. "John F. Kennedy: Years of Lightning, Day of Drums" Media and Audience Reaction Albums, 1964-1967.

Arranged by country. Bound albums covering media and audience reaction to the USIA documentary film, "John F. Kennedy: Years of Lightning, Day of Drums." Records include newspaper articles, correspondence, memorandums, reports, and related records.

WNRC Acc. No. 306-73-16. 2 Oversized Albums.

PERMANENT. Transfer to the National Archives immediately.

Laboratory & Special Services Division (ISS/OLL)

50. Film Title Files, 1969-1971. 4 feet.

Arranged alphabetically by film title. Files relating to the management and direction of program operations, particularly production, acquisition, and distribution activities. The films covered by this item were scheduled for retirement from the television program. Records include print release orders, shipping notices, correspondence, film requests, agreements, and related records.

WNRC Acc. No. 306-72A4932. Boxes 100. Lot 71D446.

WNRC Acc. No. 306-72A4932. Boxes 101-103. Lot 71D447.

PERMANENT. Transfer to the National Archives immediately.

Staff Production Division (ISS/PS)

51. TV Project and Talent Support Files, 1965-1966. 3 feet.

Files relating to the planning and development of television programs, including acquisition and production activities. Records include scripts, correspondence, cost estimates, purchase orders, reports, memorandums, and related records.

WNRC Acc. No. 306-72A4932. Boxes 104-106. Lot 71D521.

PERMANENT. Transfer to the National Archives immediately.

MOTION PICTURE AND TELEVISION SERVICE (IMV), 1973-77

52. Production Files, 1973-77. 3 Feet.

Files relating to the production of motion picture films and television programs, including planning and programming, budget, and project initiation and development activities. Records include contractual agreements, award notices, work order requests, invoices, receipts, purchase orders, cost estimates, correspondence, transcripts, and related records.

WNRC Acc. No. 306-82-19. Boxes 1-3.

PERMANENT. Transfer to the National Archives immediately.