

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records.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.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling.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 may be annotated on the schedule.

**(P) Permanent**

**(T) Temporary**

ITEM	STATUS	WHY INACTIVE
1	Active (P)	
2	INACTIVE (P)	
3	INACTIVE (P)	
4	INACTIVE (P)	
5	INACTIVE (P)	
6	INACTIVE (P)	
7	INACTIVE (P)	
8	n/a	subject and country files merged into larger series
9	INACTIVE (P)	
10		
11	INACTIVE (P)	
12	INACTIVE (P)	
13	INACTIVE (P)	
14	INACTIVE (P)	
15	INACTIVE (P)	
16	INACTIVE (P)	
17	INACTIVE (P)	
18	n/a	subject and country files merged into larger series
19	n/a	subject and country files merged into larger series
20	INACTIVE (P)	
21	INACTIVE (P)	
22	INACTIVE (P)	
23	INACTIVE (P)	
24	INACTIVE (P)	
25	INACTIVE (P)	
26	n/a	subject and country files merged into larger series

27	INACTIVE (P)	
28	n/a	destroy immediately
29	n/a	destroy immediately
30	n/a	destroy immediately
31	n/a	destroy immediately
32	Active (P)	
33	Active (P)	
34	Active (P)	
35	INACTIVE (P)	
36	Active (P)	
37	INACTIVE (P)	
38	Active (P)	
39	Active (P)	
40	INACTIVE (P)	
41	Active (P)	
42	Active (P)	
43	n/a	destroy immediately
44	Active (P)	
45	INACTIVE (P)	
46	INACTIVE (P)	
47	n/a	destroy immediately
48	INACTIVE (P)	
49	n/a	destroy immediately
50	n/a	destroy immediately
51	INACTIVE (P)	
52	INACTIVE (P)	
53	INACTIVE (P)	
54	INACTIVE (P)	
55	INACTIVE (P)	
56	n/a	subject and country files merged into larger series
57	Active (P)	
58	INACTIVE (P)	

REQUEST FOR RECORDS POSITION AUTHORITY (See Instructions on reverse)		AVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOL JMBER NI-306-98-3	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 6/10/05	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 8-22-05	ARCHIVIST OF THE UNITED STATES <i>Luis Pella</i>
<b>6. AGENCY CERTIFICATION</b> 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>21</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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached, or</span> <span><input type="checkbox"/> has been requested</span> </div>			
DATE 5/27/2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Department 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 pages		

**UNITED STATES INFORMATION AGENCY  
OFFICE OF INFORMATION CENTER SERVICE (ICS)**

**1. Working Files of the Special Advisor and Chief, Bibliographic Division, Information Center Service, USIA (Ralph Block Files), 1943-1960. 6 ½ feet.**

These files span Ralph Block's entire career from the Office of War Information through his unique position as Special Advisor to the Director of the ICS and as Chief of the ICS Bibliographic Division. The series includes memoranda, reports, studies, budget estimates, policy guidance and other records relating to a variety of topics, including contingency guidance on the 1952 Geneva Convention, the 1954 East Berlin Youth Rally, the 1953 Korean Armistice, and memoranda concerning psychological warfare. The records also include a 1947 reading file, a report on psychological warfare, 1944-1945, records concerning the ICS Ideological Program, 1954, memoranda on ideological book distribution, 1959, the 40th anniversary of the Soviet Union, 1957, and intelligence policy, 1947-1956.

WNRC Acc. No. 306-63A190. Boxes 399-403. Lot 60D509.

WNRC Acc. No. 306-68A5160. Boxes 4-5 (pt). Lot 60D509.

PERMANENT. Transfer to the National Archives immediately.

**OFFICE OF THE DIRECTOR AND THE ASSISTANT DIRECTOR (ICS)**

**2. Miscellaneous Subject File, 1951-1954. 2 feet.**

These files consist of reports, memoranda, policy papers, correspondence, and other records relating to the activities of the Information Center Service. Specific topics include the ICS budget, reports to Congress, ICS policy and procedures, and the Information Media Guaranty program. In addition, there are letters and other documents relating to Senator Joseph A. McCarthy and to Congressional investigating committees; an issue paper concerning microfilm deposits resulting from wartime activities of the Army; and records relating to the U.S. Advisory Commission on Books Abroad.

WNRC Acc. No. 306-63A190. Boxes 340-341. Lot 56D455.

PERMANENT. Transfer to the National Archives immediately.

**3. Decimal Subject File, 1953-1956. 1 foot.**

Arranged by subject according to a numerical decimal scheme. These records consist of memorandums, reports, and related material on a

variety of topics, including the British Overseas Book Program, the Public Information Working Group, Book Appraisal and Selection policies, Recommended Book Lists, and USIA Ideological Programs.

WNRC Acc. No. 306-63A190. Box 362. Lot 58D500.

PERMANENT. Transfer to the National Archives immediately.

**4. Central Files, Office of the Director, 1954-1966, and 1972. 17 feet.**

Arranged by time period, there under by type of record or subject. These records constitute the central files of the Office of the Director. These records contain record sets of letters sent (arranged alphabetically), pouch messages and telegrams, and memoranda. These files contain records concerning all aspects of the Information Center Service, including division head meetings, the work of various committees, ICS personnel, USIA and ICS offices and divisions, and quarterly reports.

WNRC Acc. No. 306-64A853. Boxes 54-55. Lot 63D428.  
 WNRC Acc. No. 306-66A1129. Box 51. Lot 65D300.  
 WNRC Acc. No. 306-68A4933. Boxes 106-109. Lot 67D462.  
 WNRC Acc. No. 306-68A4933. Boxes 110-111. Lot 67D542.  
 WNRC Acc. No. 306-69A6135. Boxes 70-73. Lot 68D273.  
 WNRC Acc. No. 306-75-19. Boxes 1-4. Lot 74D67.

PERMANENT. Transfer to the National Archives immediately.

**ASSISTANT DIRECTOR FOR OPERATIONS  
(ICS/O)**

**5. General Subject File of the Assistant Director, 1959-1968. 8 feet.**

Arranged by subject. This file covers all aspects of the Information Center Service operations. Topics include the ICS relationship with Franklin Press, Inc., a non-profit, non-governmental organization concerned with fostering local book publishing in developing countries, task force reports, advisory committees, ICS library and binational center policies and issues, exhibits, and congressional affairs. In addition, there are folders containing memoranda and reports to and from all the major ICS offices and divisions.

WNRC Acc. No. 306-73-69. Boxes 1-8. Lot 72D309.

PERMANENT. Transfer to the National Archives immediately.

**6. Subject File, 1953-1965. 6 feet.**

Arranged chronologically by time period, there under in rough alphabetical order. These records contain background information on the history of the Information Center Service. The records include legislative histories, correspondence and memoranda to and from all ICS offices and divisions, copies of USIA agreements, documentation on ICS book publishing programs, exhibits and other initiatives, and budget and fiscal reports.

WNRC Acc. No. 306-63A190. Box 386. Lot 59D588.  
 WNRC Acc. No. 306-64A193. Box 46. Lot 63D231.  
 WNRC Acc. No. 306-67A1306. Box 41. Lot 66D120.  
 WNRC Acc. No. 306-68A1415. Boxes 159-161. Lot 67D309.

PERMANENT. Transfer to the National Archives immediately.

**7. Records Relating to Advisory Committees, 1950-1967. 5 feet.**

These records are administrative files relating to the work of ICS advisory committees. The records include membership files, meeting files, minutes, function statements, correspondence, and some photographs. The records relate to the following committees: Advisory Committee on Cultural Information; Advisory Committee on Books Abroad; English Teaching Advisory Panel; and the Music Advisory Panel.

WNRC Acc. No. 306-68A4933. Box 105. Lot 67D437.  
 WNRC Acc. No. 306-66A1129. Boxes 80-82. Lot 65D389.  
 WNRC Acc. No. 306-68A1415. Box 119. Lot 67D370.

PERMANENT. Transfer to the National Archives immediately.

**POLICY AND PLANNING STAFF  
 (ICS/PS)**

**8. Records of the Chief of the Policy and Planning Staff (Arthur Vogel Files), 1947-1955. 2 feet.**

Arranged roughly by subject. These records concern meetings of the Committee on Books Abroad, ICS background information, reports on the Binational Center Program, binders containing country plans, and semi-annual field evaluation reports.

WNRC Acc. No. 306-63A190. Boxes 347-348. Lot 57D55.

PERMANENT. Transfer to the National Archives immediately.

**9. Records Concerning the Colloquium of Islamic Culture (Sept. 1953), 1952-1955. 1 foot.**

The Colloquium of Islamic Culture, sponsored by Princeton University and the Library of Congress in September 1953, brought together distinguished Muslim scholars who were visiting the United States at the time. These records were maintained by the Policy and Planning Staff. Arranged roughly by subject, this accession contains documentation concerning conference planning, proceedings, and effectiveness. Specific types of records include biographical information relating to participants, published proceedings, event programs, photographs, speeches, and correspondence.

WNRC Acc. No. 306-63A190. Box 333. Lot 55D477.

PERMANENT. Transfer to the National Archives immediately.

**10. Subject File of the Cultural Affairs Advisor, 1954-1957. 6 feet.**

Arranged primarily in alphabetical order by subject. These records constitute the subject file of the Cultural Affairs Advisor, Office of Policy and Planning. The files include records about the selection and duties of cultural affairs officers, the English Teaching Program, President's Fund activities, the Soviet cultural offensive, the ICS ideological program, and other matters. The records contain despatches, correspondence, memoranda, and other records concerning cultural affairs issues. In addition, there is a five volume study of USIA Operating Assumptions dated December 1954.

WNRC Acc. No. 306-63A190. Boxes 388-389. Lot 60D310.

WNRC Acc. No. 306-63A190. Boxes 390-391. Lot 60D342.

WNRC Acc. No. 306-63A190. Box 392 (1 folder). Lot 60D372.

WNRC Acc. No. 306-63A190. Boxes 393-394. Lot 60D391.

PERMANENT. Transfer to the National Archives immediately.

**11. President's Fund Files, 1954-1956. 6 inches.**

Arranged by subject. This file is closely related to the cultural affairs material described in item 13 of this appraisal. This file relates almost exclusively to ICS programs sponsored by the President's Fund, i.e. monies allocated to fund cultural programs abroad. These activities included performances by American orchestras, productions of American plays, and visits by noted musicians, actors, and athletes. Included are records concerning the Family of Man exhibit, the re-opening of the Vienna State Opera House in 1955, an English Teaching survey (1956), the 1956 Olympics, and the ICS ideological program.

WNRC Acc. No. 306-63A190. Box 345 (pt.). Lot 57D54.

PERMANENT. Transfer to the National Archives immediately.

**12. Intelligence Reports and Evaluation Studies, 1951-1954. 3 feet.**

Arranged by country or subject. These records contain intelligence reports and evaluation studies concerning the effectiveness of overseas information programs. The studies were prepared by the Evaluations Staff of the United States Information Administration (IIA/IEV) and referred to the ICS Office of Policy and Planning. The series includes a report of the Soviet Union's use of books in its overseas propaganda programs; contract reports prepared for the ICS by the International Public Opinion Research Inc.; studies on the political situation in foreign countries and on the effectiveness of United States Information Service program in various countries.

WNRC Acc. No. 306-63A190. Boxes 324-326. Lot 54D517.

PERMANENT. Transfer to the National Archives immediately.

**INFORMATION MEDIA GUARANTY PROGRAM (ICS/IMG)**

The Information Media Guaranty Program was created under the authority of Title I of the Foreign Assistance Act of 1948 (PL 472). By the authority of Executive Order 10368, June 30, 1952, the IMG program was transferred from the Economic Cooperation Administration to the International Information Administration of the Department of State. It later came under the jurisdiction of the Information Center Service of the United States Information Agency. The IMG program provided for the conversion of foreign currencies into U.S. dollars that were earned abroad by U.S. producers of informational media, including books, audio recordings, and motion picture films.

**13. Subject File of the Chief of the Information Media Guaranty Division, 1958-1972. 4 feet.**

Arranged by subject. These records document the background, development, policies, and liquidation of the Information Media Guaranty program from approximately 1958-1972. The series includes correspondence with the Director of the USIA, legislative and background information, lists of approved and disapproved authors, copies of contracts and agreements with foreign countries, policy papers, and IMG study group reports.

WNRC Acc. No. 306-75-24. Boxes 1-4. Lot 74D123.

PERMANENT. Transfer to the National Archives immediately.

**14. Records of the Information Media Guaranty Fiscal Branch, 1948-1953. 2 feet.**

These records deal almost exclusively with the IMG's motion picture film program. They contain correspondence with members of the motion picture industry; correspondence, minutes of meetings, and other records relating to the Motion Picture Committee established for the purpose of review of motion picture films; an alphabetical file of reviews of motion picture films; and film ratings by the Legion of Decency, the Protestant Film Commission, the General Federation of Women's Clubs, and the British Film Institute. It also contains records concerning House and Senate hearings, staff reports, news clippings, and other records.

WNRC Acc. No. 306-61A502. Boxes 1-2. Lot 56D86.

PERMANENT. Transfer to the National Archives immediately.

**15. Records of the Information Media Guaranty Division, 1952-1967. 8 feet.**

These records consist of the divisional files of the IMG program for the coverage period. The records contain copies of agreements with countries, IMG issuances, evidence of effectiveness, correspondence with members of the motion picture and publishing industries, and other records. They also contain a country file of correspondence and memoranda concerning proposed IMG programs in various countries; an IMG chronological file; an IMG Director's file; and a subject file consisting of despatches, review board correspondence, and reports to Congress.

WNRC Acc. No. 306-68A6356. Boxes 1-8.

PERMANENT. Transfer to the National Archives immediately.

**RECORDS OF THE ENGLISH TEACHING DIVISION (ICS/T)**

The English Teaching Division was responsible for the USIA's worldwide English teaching program. The division goal was to increase the ability of foreign populations to read English language publications or listen to English language broadcasts. The Division developed teaching materials directly or produced other materials on contract. The English teaching program was established during World War II when binational centers were introduced in Latin America.

**16. Subject Files, 1943-1956. 4 ½ feet.**

Arranged by subject. These records contain policy and issue papers concerning English teaching abroad. The records also include correspondence and memoranda, seminar materials, foreign language texts, training materials, seminar reports on intensive courses for teaching English in Latin America and the Far East, 1946-1950, quarterly reports of field post activities from Brazil, Colombia, Haiti, and Thailand, 1950-1963, and a folder on the Joint Committee on English Teaching, 1943.

WNRC Acc. No. 306-63A190. Box. 337. Lot 56D159.  
WNRC Acc. No. 306-61A502. Boxes 3-5. Lot 56D189.  
WNRC Acc. No. 306-63A190. Box 335 (1 folder). Lot 55D515.  
WNRC Acc. No. 306-63A190. Box 327 (pt). Lot 55D461.

PERMANENT. Transfer to the National Archives immediately.

**17. Miscellaneous Subject Files, 1956-1963. 8 feet.**

Arranged by subject and chronologically. The subject files contain materials on the binational centers, conferences on English teaching, seminar reports, and field trip reports. Included are despatches, correspondence, memoranda, as well as sets of domestic field circulars, and chronological files.

WNRC Acc. No. 306-68A1415. Boxes 165-168, 170, 172.  
Lot 66D475.  
WNRC Acc. No. 306-65A175. Boxes 89-90. Lot 64D262.

PERMANENT. Transfer to the National Archives immediately.

**18. Country Files, 1956-1968. 10 feet.**

Arranged by region, there under by country. These records include memorandums, airgrams, reports, operations memorandums, dispatches, and other material related to the program activities of the English Teaching Program. However, several boxes also contain routine administrative records such as book orders, shipping notices, receipts, etc.

WNRC Acc. No. 306-68A1415. Boxes 163, 164, 169, 171.  
Lot 66D475.  
WNRC Acc. No. 306-65A175. Boxes 87, 88, 91, 92. Lot 64D262.  
WNRC Acc. No. 306-70A4044. Boxes 39-40. Lot 69D103.

PERMANENT. Transfer to the National Archives immediately.

**19. Country Files, 1956-1968. 2 feet.**

Arranged by region, there under by country. These boxes contain routine administrative records such as book orders, shipping

notices, receipts, and related material.

WNRC Acc. No. 306-70A4044. Boxes 41-42. Lot 69D315.

Destroy immediately.

**20. Administrative and Program Files, 1965-1967. 3 feet.**

Arranged by subject. This series contains policy memos and other materials relating to the administration of the English teaching program. The records include correspondence with other agencies such as the Peace Corps and the Agency for International Development; correspondence with English teaching advisory panels and other associations; memoranda; reports of "evidence of effectiveness," and memoranda to and from the English Teaching Division and the Director's office.

WNRC Acc. No. 306-69A3445. Boxes 131. Lot 68D37.

WNRC Acc. No. 306-70A4044. Boxes 37-38. Lot 69D103.

PERMANENT. Transfer to the National Archives immediately.

**21. Records Relating to Book Program Development, 1960-1969. 7 feet.**

Arranged roughly by name of project, there under by subject. This series contains files relating to the development of English teaching materials, including textbooks, films, and study units. The records also include contract records, proposals, minutes of meetings, photographs, as well as drafts and manuscripts of English teaching study units. The series gives a sense of the types of topics developed for the English teaching program (study units on President Kennedy, Eleanor Roosevelt, Robert Frost) as well as different materials and techniques used for teaching English.

WNRC Acc. No. 306-72A4904. Boxes 33-39. Lot 70D131.

PERMANENT. Transfer to the National Archives immediately.

**RECORDS OF THE BIBLIOGRAPHIC DIVISION (ICS/B)**

The Bibliographic Division was responsible for reviewing and selecting books for ICS libraries and as gifts for foreign leaders and scholars. The selections made by the Bibliographic Division reflect the policies and ideas supported by ICS activities overseas.

**22. Bibliographic Division Historical File, 1946-1963. 6 feet.**

Arranged by subject in rough chronological order. The records include files on policy issues, memoranda to ICS offices and divisions, documentation of book policy and procedures, bibliographies, and book appraisals. There are folders containing correspondence and memoranda to and from book publishers and files relating to the McCarthy hearings and "anti-Communist materials."

WNRC Acc. No. 306-68A4933. Boxes 114-119. Lot 67D601.

PERMANENT. Transfer to the National Archives immediately.

**23. Subject File, 1959-1967. 3 feet.**

Arranged alphabetically by subject. These records include information about major topics of concern to the Bibliographic Division, particularly in the area of book publishing and the production and distribution of "Blue Books" (lists of books for use abroad). The records also include field messages, correspondence, memoranda, and reports. There are folders containing book lists, book appraisals, policy and procedures, and correspondence to and from authors. There are also monthly statistical reports, 1961-1967.

WNRC Acc. No. 306-71A2101. Box 135. Lot 69D504.

WNRC Acc. No. 306-72A4932. Box 20. Lot 71D378.

WNRC Acc. No. 306-72A4932. Box 19. Lot 71D395.

PERMANENT. Transfer to the National Archives immediately.

**24. Chronological Correspondence File, 1955-1960. 1 foot.**

Arranged by year, there under chronologically. The file includes letters received and copies of letters and memoranda sent to publishers concerning subscriptions, book reviews, recommendations of books from the general public, and the analysis of books. The records also include four folders of monthly reports for the period 1955-1959.

WNRC Acc. No. 306-65A175. Box 38. Lot 64D267.

PERMANENT. Transfer to the National Archives immediately.

**25. Book Lists and Book Appraisals, 1953-1965. 2 feet.**

These records include: a record set of the Bibliographic Division's "Blue Books" (Books Recommended for the Overseas Program), 1953-1964; Subject Bibliographies, 1954-1965; Special Lists of Recommended Books, 1961-1965; and Current Books Recommended for USIS, 1954-1965. Box 112 also contains fifteen rolls of 35 mm negative microfilm and ten rolls of 16 mm negative microfilm of the

Bibliographic Divisions' central book appraisal file, 1953-1964.

WNRC Acc. No. 306-68D4933. Boxes 112-113. Lot 65D381.

PERMANENT. Transfer to the National Archives immediately.

#### **CULTURAL OPERATIONS DIVISION (ICS/C)**

The Cultural Operations Division, formerly called the Centers Operations Division, assisted the USIA's libraries and binational centers abroad in their day-to-day functions. The Division assisted the Information Centers in acquiring books, periodicals, music, films, equipment, and other materials necessary to conduct ICS programs. The Division was composed of five area branches. The branches were: Africa, Europe, Latin America, Near East and South Asia, and East Asia and Pacific.

##### **26. Miscellaneous Subject File, 1946-1953. 1 foot.**

Arranged by subject. These files consist of background materials relating to the overseas library program. The records include: budget material, 1951; fiscal records, 1947-1949; a briefing book on the Lima Cultural Conference, Nov. 1951; and monthly reports. There is also a two volume printed report on binational and multinational cooperation in Germany.

WNRC Acc. No. 306-63A190. Box 334. Lot 55D503.

PERMANENT. Transfer to the National Archives immediately.

##### **27. Records Relating to the McCarthy Hearings, 1948-1955. 2 feet.**

Arranged by subject. These records document Information Center Service responses to inquiries from Congress concerning overseas information programs, particular the use of books by Communist authors. There are memoranda of conversations, copies of directives regarding book selection, and memoranda regarding the work of various authors. In addition, the records also include circulars and replies to circulars concerning the withdrawal of books from Information Centers abroad and folders relating to the overseas trips of ICS directors.

WNRC Acc. No. 306-61A502. Boxes 6-7. Lot 56D581.

PERMANENT. Transfer to the National Archives immediately.

**28. Records Relating to Binational Center Grantee Orientation, 1956-1959. 1 foot.**

These records document the grantee training orientation program relating to binational centers. The files include memoranda, agendas, schedules, and lists of trainees. The training concerned the function and operation of the binational centers, protocol, and other matters.

WNRC Acc. No. 306-63A190. Box 395. Lot 60D435.

Destroy immediately.

**PROGRAM SERVICES BRANCH (ICS/CP)**

The Program Services Branch made purchases for supplies and equipment needed by the ICS centers and procured government documents, periodicals, books, and publications for use overseas.

**29. Purchase Orders and Shipping Notices, 1959-1965. 20 feet.**

Arranged primarily in alphabetical order by country. These records consist mainly of purchase orders, requisitions, and green and pink copies of shipping notices (with attached requests from ICS posts). The records also include blue copies of GPO "Deposit Order Blanks" for shipment of government publications and white copies of Operation Memoranda relating to orders and receipt of government publications. Box 138 of Accession 65A1075 contains two folders (3 inches) relating to the India Stamp Program consisting of routine information and notices, as well as a 1st Day issue 4-cent Ghandi commemorative stamp (Jan. 26, 1961) and a 1st day commemorative program.

WNRC Acc. No. 306-65A1075. Boxes 133-141. 64D43.

WNRC Acc. No. 306-67A222. Boxes 71-76. Lot 65D544.

WNRC Acc. No. 306-68A4933. Boxes 143-147. Lot 67D476.

Destroy immediately.

**30. Distribution Sheets and Shipping Notices, 1950-1956. 1 foot.**

This accession contains copies of printed forms showing the title of publication, total number of copies, and the number distributed to each post.

WNRC Acc. No. 306-63A190. Box 352. Lot 57D371.

Destroy immediately.

**31. Subject Files, 1952-1954. 2 inches.**

A small portion of box 327 contains records relating to periodical subscriptions.

WNRC Acc. No. 306-63A190. Box 327 (pt). Lot 55D359.

Destroy immediately.

**CULTURAL OPERATIONS DIVISION, MUSIC BRANCH (ICS/CM)**

The Music Branch selected music for use at overseas posts and centers and obtained rights for the performance of American plays and the showing of American films about American composers to be shown in centers or by private groups abroad.

**32. Subject Correspondence File, 1956-1961. 2 ½ feet.**

Arranged by subject. These records include correspondence with musicians and composers, music organizations, orchestras, and members of the music and recording industries. There are records relating to the Music Advisory Panel, the Advisory Committee of Cultural Information, the President's Fund, and UNESCO projects, as well as statistical reports (FY 1958-1959), budget calls, and estimates (FY 1958-1961).

WNRC Acc. No. 306-64A536. Boxes 100, 101, 102 (pt).  
Lot 63D297.

PERMANENT. Transfer to the National Archives immediately.

**33. Orders and Requisitions, 1956-1961. 1 ½ feet.**

Arranged by year, there under by type of order. These files consist of copies of print music orders, record orders, and requisitions.

WNRC Acc. No. 306-64A536. Boxes 102 (pt) and 103. Lot 63D297.

Destroy immediately.

**34. Country File, 1951-1961. 8 feet.**

Arranged by region, there under by country. These records contain field communications and reports of music activities abroad. The records also include folders containing reports and evidence of effectiveness, cables and program notes, with some photographs, brochures, and posters. There is a set of the newsletter *American*

*Music*, which was published by the USIS in London and Vienna for the period 1957-1962 and circulars, 1954-1960.

WNRC Acc. No. 306-63A190. Box 383. Lot 59D458.

WNRC Acc. No. 306-64A853. Boxes 64-70. Lot 63D253.

PERMANENT. Transfer to the National Archives immediately.

#### **CULTURAL OPERATIONS DIVISION/EUROPEAN BRANCH (ICS/CE)**

##### **35. Subject File, 1949-1958. 5 feet.**

Arranged by subject. These records include action copies of despatches, correspondence, annual evaluation reports, and policy memoranda. There are files on ICS policy in post-war Germany and Austria, book selection guidance, statistical reports, and records relating to the U.S. High Commission for Germany.

WNRC Acc. No. 306-63A190. Box 342-344. Lot 56D462.

WNRC Acc. No. 306-63A190. Box 360-361. Lot 58D479.

PERMANENT. Transfer to the National Archives immediately.

##### **36. Country Files, 1949-1964. 38 feet.**

Arranged by time period, there under by country. These records include reports, replies to circulars, country background information, evidence of effectiveness, studies, and correspondence and memoranda concerning the ICS program.

WNRC Acc. No. 306-63A190. Box 327 (pt). Lot 55D294.

WNRC Acc. No. 306-63A190. Box 318 (pt). Lot 54D327.

WNRC Acc. No. 306-63A190. Boxes 330-331. Lot 55D325.

WNRC Acc. No. 306-63A190. Boxes 350. Lot 57D358.

WNRC Acc. No. 306-63A190. Box 378. Lot 59D362.

WNRC Acc. No. 306-63A368. Boxes 18-23. Lot 60D483.

WNRC Acc. No. 306-65A1075. Boxes 111-116. Lot 61D274.

WNRC Acc. No. 306-65A1075. Boxes 105-110. Lot 62D265.

WNRC Acc. No. 306-66A1129. Boxes 55-59. Lot 64D407.

WNRC Acc. No. 306-66A1129. Boxes 60-64. Lot 65D463.

WNRC Acc. No. 306-68A4933. Boxes 124-129. Lot 67D356.

PERMANENT. Transfer to the National Archives immediately.

# **CULTURAL OPERATIONS DIVISION/AFRICA BRANCH (ICS/CA)**

## **37. Country Files, 1959-1965. 19 feet.**

Arranged by time period, there under by country. These records include reports, replies to circulars, country background information, evidence of effectiveness, studies, and correspondence and memoranda concerning the ICS program. The boxes also contain a large volume of shipping notices, book orders, requisitions, procurement files, and equipment and supply files.

WNRC Acc. No. 306-68A1415. Boxes 122-126. Lot 63D236.  
 WNRC Acc. No. 306-65A564. Boxes 58-60. Lot 64D386.  
 WNRC Acc. No. 306-66A1129. Boxes 52-54. Lot 65D328.  
 WNRC Acc. No. 306-68A1415. Boxes 127-130. Lot 66D270.  
 WNRC Acc. No. 306-68A4933. Boxes 120-123. Lot 67D429.

PERMANENT. Transfer to the National Archives immediately.

# **CULTURAL OPERATIONS DIVISION/LATIN AMERICA BRANCH (ICS/CL)**

## **38. Country Files, 1949-1966. 23 feet.**

Arranged by time period, there under alphabetically by country. The files include country background papers, quarterly and semi-annual statistical reports, evaluation and activity reports, budget memoranda, and correspondence and memoranda concerning the ICS program. The boxes also contain a large volume of shipping notices, book orders, requisitions, procurement files, and equipment and supply files.

WNRC Acc. No. 306-63A190. Box 309 (pt). Lot 54D74.  
 WNRC Acc. No. 306-63A190. Box 327 (pt). Lot 55D172.  
 WNRC Acc. No. 306-63A190. Box 351. Lot 57D359.  
 WNRC Acc. No. 306-63A190. Box 349. Lot 57D71.  
 WNRC Acc. No. 306-63A190. Box 357. Lot 58262.  
 WNRC Acc. No. 306-63A190. Box 358. Lot 58D263.  
 WNRC Acc. No. 306-63A190. Box 379. 59D388.  
 WNRC Acc. No. 306-63A190. Box 380. 59D390.  
 WNRC Acc. No. 306-63A190. Box 381. 59D391.  
 WNRC Acc. No. 306-63A190. Boxes 396-397. 60D437.  
 WNRC Acc. No. 306-63A190. Boxes 412-413. 61D467.  
 WNRC Acc. No. 306-63A190. Boxes 414-416. 61D315.  
 WNRC Acc. No. 306-67A222. Boxes 69-70. Lot 67D264.  
 WNRC Acc. No. 306-68A4933. Box 138. Lot 67D547.  
 WNRC Acc. No. 306-69A3445. Boxes 103-105. Lot 68D271.

PERMANENT. Transfer to the National Archives immediately.

# **CULTURAL OPERATIONS DIVISION/FAR EAST BRANCH (ICS/CF)**

## **39. Country Files, 1948-1965. 50 feet.**

Arranged by time period, there under alphabetically by country. The files include country background papers, quarterly and semi-annual statistical reports, evaluation and activity reports, budget memoranda, and exhibit photographs. A portion of box 377 and box 354(a) also contain records of the Far East Branch Central Files. These records should be allocated to the series of ICS/CF Central Files during archival processing.

WNRC Acc. No. 306-63A190. Boxes 328-329. Lot 55D283.  
 WNRC Acc. No. 306-63A190. Box 346. Lot 57D52.  
 WNRC Acc. No. 306-63A190. Boxes 354a-c. Lot 57D394.  
 WNRC Acc. No. 306-63A190. Box 377. Lot 59D323.  
 WNRC Acc. No. 306-63A190. Boxes 405-406. Lot 60D461.  
 WNRC Acc. No. 306-65A1075. Boxes 117-120. Lot 61D331.  
 WNRC Acc. No. 306-63A791. Boxes 43-53. Lot 62D390.  
 WNRC Acc. No. 306-65A175. Boxes 40-48. 64D285.  
 WNRC Acc. No. 306-67A1306. Boxes 22-29. Lot 66D178.  
 WNRC Acc. No. 306-68A4933. Boxes 130-137. Lot 67D541.

PERMANENT. Transfer to the National Archives immediately.

## **40. Central Files, 1958-1964. 5 feet.**

Arranged chronologically by year, there under by type of record. The records include correspondence files, progress reports, statistical reports, domestic and field circulars, highlights, policy and procedure files, and directives.

WNRC Acc. No. 306-65A1075. Box 121. Lot 61D331.  
 WNRC Acc. No. 306-63A791. Box 54. Lot 62D390.  
 WNRC Acc. No. 306-65A175. Box 49. Lot 64D285.  
 WNRC Acc. No. 306-67A1306. Box 30. Lot 66D178.  
 WNRC Acc. No. 306-68A1415. Box 139. Lot 67D127.

PERMANENT. Transfer to the National Archives immediately.

# **CULTURAL OPERATIONS DIVISION/NEAR EAST BRANCH (ICS/CN)**

## **41. Country Files, 1950-1966. 34 ½ feet.**

Arranged by time period, there under alphabetically by country. These records include country background papers, quarterly and semi-annual statistical reports, evaluation and activity reports, budget memoranda, and exhibit photographs.

WNRC Acc. No. 306-63A190. Box 309 (pt.). Lot 53D457.  
 WNRC Acc. No. 306-63A190. Box 323. Lot 54D466.  
 WNRC Acc. No. 306-63A190. Box 335 (pt.). Lot 55D571.  
 WNRC Acc. No. 306-63A190. Boxes 338-339 (pt). Lot 56D391.  
 WNRC Acc. No. 306-63A190. Box 339 (pt.). Lot 56D357.  
 WNRC Acc. No. 306-63A190. Box 345 (pt). Lot 57D35.  
 WNRC Acc. No. 306-63A190. Box 353. Lot 57D389.  
 WNRC Acc. No. 306-63A190. Box 359. Lot 58D470  
 WNRC Acc. No. 306-63A190. Box 376. Lot 59D288.  
 WNRC Acc. No. 306-63A190. Box 398. Lot 60D456.  
 WNRC Acc. No. 306-65A1075. Boxes 122-126. Lot 61D287.  
 WNRC Acc. No. 306-63A368. Box 24-29. Lot 62D258.  
 WNRC Acc. No. 306-64A853. Boxes 71-74. Lot 63D244.  
 WNRC Acc. No. 306-66A1129. Boxes 65-67. Lot 65D354.  
 WNRC Acc. No. 306-67A1306. Boxes 31-34. Lot 66D292.  
 WNRC Acc. No. 306-68A4933. Boxes 139-142. Lot 67D523.  
 WNRC Acc. No. 306-69A3445. Boxes 106-109. Lot 68D275.

PERMANENT. Transfer to the National Archives immediately.

**42. Shipping Notices, Book Orders, and Subscriptions, 1950-1966.  
3 feet.**

These records include shipping notices, book orders, and subscriptions.

WNRC Acc. No. 306-64A853. Boxes 75-77. Lot 63D244

Destroy immediately.

**EXHIBITS DIVISION (ICS/E)**

The Exhibits Division coordinated the USIA's participation in international trade fairs, as well as the production and display of exhibits at USIA posts abroad.

**43. Project Files, 1956-1961. 4 feet.**

Arranged in numerical order by project number. These records include administrative and logistical records relating to exhibits, including shipping notices, queries, and requisitions.

WNRC Acc. No. 306-65A1075. Boxes 142-145. Lot 63D230.

Destroy immediately.

**44. Selected Project Files, 1957-1966. 1 foot.**

Arranged by project number. These records include records relating to selected exhibits, such as the "Alliance for Progress," "America Elects a President," "Berlin Green Week," and the "U.S. Space Program." The records include correspondence with developers, some design drawings and proposals, exhibit texts, and memoranda with State Department officials.

WNRC Acc. No. 306-69A6135. Box 84. Lot 69D11.

PERMANENT. Transfer to the National Archives immediately.

**45. Records Relating to International Trade Fairs, 1958-1965. 8 feet.**

Arranged alphabetically by subject or name of city. This series contains basic documentation concerning the ICS participation in International Trade Fairs. The records include: a chronological file, Feb 1956-December 1965; photographs, ca. 1964-65; correspondence with the Department of Commerce's Office of International Trade Fairs; and folders on trade fairs in various cities.

WNRC Acc. No. 306-66A1129. Boxes 84-86. 65D396.

WNRC Acc. No. 306-68A4933. Boxes 148-152. 67D501.

PERMANENT. Transfer to the National Archives immediately.

**46. International Trade Fair Project File, 1966-1968. 5 feet.**

Arranged by project number. This series contains exhibit development files for exhibits in Bangkok, Thailand, Budapest, Hungary, Poznan, Poland, and Plovdiv, Bulgaria. The records include correspondence with corporations requesting contributions for exhibits, descriptions of exhibit components, and correspondence and despatches concerning telecommunication needs, language services, and routine matters. In addition, there are photographs of 1968 technology (computers, cameras, microfilm equipment).

WNRC Acc. No. 306-72A4932. Boxes 41-43. Lot 70D179.

WNRC Acc. No. 306-72A4932. Boxes 44-45. Lot 70D302.

PERMANENT. Transfer to the National Archives immediately.

**47. Trade Fair Transaction File, 1966. 6 feet.**

WNRC Acc. No. 306-68A4933. Boxes 168-173. Lot 67D590.

This series contains bills of lading, requisitions, order forms,

and routine correspondence with vendors and the Department of Commerce Office of International Trade Promotion.

Destroy immediately.

**PUBLICATIONS DIVISION/EDITORIAL BRANCH (ICS/PE)**

**48. Book Development Files, 1954-1965. 9 feet.**

Arranged by subject. This series contains records relating to the Publications Division's book development program. There are files containing chronological files (1962-1967), correspondence with members of Congress, and correspondence with authors and publishers. In addition, there are photographs, book proposals, manuscripts, page proofs, budget files and meeting files. Book topics include works relating to Communism, the Hungarian Revolution, the United Nations, Cuba, the Great Society, "Negro Leaders in the US," sports figures, and musicians.

WNRC Acc. No. 306-72A4904. Boxes 24-32. Lot 70D318.

PERMANENT. Transfer to the National Archives immediately.

**49. Low Priced Book Program Contract Correspondence File, 1955-1962. 5 feet.**

Arranged by contract number. This series consists of correspondence with a principal contractor (Feffer and Simons) and sub-contractors regarding the low priced book translation program.

WNRC Acc. No. 306-68A4933. Boxes 190-194. Lot 68D86.

Destroy immediately.

**50. Book Translation Packets, 1951-1956. 1 foot.**

Arranged in alphabetical order by name of publisher. This series contains signed agreements and related correspondence with book publishers regarding book translation projects.

WNRC Acc. No. 306-71P2101. Box 142. Lot 70D109.

Destroy immediately.

**PUBLICATIONS DIVISION/ACTIVITIES BRANCH (ICS/PEP)**

**51. Correspondence with Field and Publishers, 1959-1963. 1 foot.**  
Arranged by type of correspondence. This series consists of correspondence with publishers and others about the selection of books for exhibits overseas. This file relates to upcoming publications, the "Fifty Books of the Year" exhibit sponsored by the American Institute of Graphic Arts, and a proposed model of an American bookshop to be displayed in several foreign cities.

WNRC Acc. No. 306-66A1129. Box 87. Lot 65D329.

PERMANENT. Transfer to the National Archives immediately.

**52. Subject File, 1951-1966. 9 feet.**  
Arranged by subject. The files include folders on policy and procedures, budgets, quarterly reports, and circulars. In addition, there is background information concerning the use of PL 480 funds to finance book translation projects, the India Wheat Loan Education Exchange Program, and correspondence with CARE, Inc. There are also files on the 1964 Warsaw Book Fair and the Nizamiah Observatory Project in New Delhi. The records also include is a small country file relating to book exhibits that may possibly be identified as a separate series during archival processing.

WNRC Acc. No. 306-68A4933. Box 181-189. Lot 67D594.

PERMANENT. Transfer to the National Archives immediately.

**PUBLICATIONS DIVISION/TRANSLATION BRANCH (ICS/PT)**

**53. Field Correspondence Relating to the PL 480 Book Translation Program, 1943-1962. 5 ½ feet.**  
Arranged by country. These records include correspondence, cables, letters, operations memoranda, statistical reports, and other documentation concerning the use of PL 480 funds for book translation projects in specific countries. The PL 480 program authorized the use of foreign currencies accrued from the sale of surplus U.S. agricultural products to carry out textbook translation programs in the countries where the funds were generated.

WNRC Acc. No. 306-64A853. Box 79. Lot 64D161.

WNRC Acc. No. 306-65A175. Boxes 83-84. Lot 64D242.

WNRC Acc. No. 306-65A175. Box 82. Lot 64D217.

WNRC Acc. No. 306-65A175. Box 85. Lot 64D277.

WNRC Acc. No. 306-65A564. Box 69 (pt). Lot 64D458.

PERMANENT. Transfer to the National Archives immediately.

**54. Country File, 1943-1955. 7 feet.**

Arranged in alphabetical order by name of country. This series contains despatches and other records concerning the early years of the book translation program. The records include the period of transition when the program was transferred from the Department of State to the USIA.

WNRC Acc. No. 306-66A274. Boxes 73-79. Lot 65D50.

PERMANENT. Transfer to the National Archives immediately.

**55. Area Country Files, 1944-1966. 16 feet.**

Arranged primarily by region, there under by country. This series consists of correspondence and memoranda concerning the book translation program as it functioned in various countries. The files were maintained by area offices within the Publications Division and contain circulars, replies to circulars, memoranda, chronological correspondence files, and contracts.

WNRC Acc. No. 306-67A222. Boxes 90-91. Lot 66D37.

WNRC Acc. No. 306-68A4933. Boxes 195-203. Lot 67D364.

WNRC Acc. No. 306-69A3445. Box 124. Lot 68D158.

WNRC Acc. No. 306-69A3445. Boxes 125-128. Lot 68D129.

PERMANENT. Transfer to the National Archives immediately.

**56. Subject File, 1946-1962. 9 ½ feet.**

Arranged generally by subject. This series consists of correspondence with publishers, authors, private individuals and organizations, and government agencies concerning the book translation program. The records include correspondence, inter-office memoranda, and policy documents. There are also records of correspondence with Franklin Publishers Inc. concerning the approval of books to be translated and several folders of background information on the PL 480 program.

WNRC Acc. No. 306-65A564. Boxes 70-77. Lot 64D473.

WNRC Acc. No. 306-65A175. Box 86. Lot 64D277.

WNRC Acc. No. 306-65A564. Box 69 (pt). Lot 64D458.

PERMANENT. Transfer to the National Archives immediately.

**57. Publishers File, 1948-1955. 4 feet.**

Arranged in alphabetical order by name of publisher. These records

include letters and agreements with individuals and publishers concerning copyright, publication, and translation.

WNRC Acc. No. 306-65A564. Boxes 78-81. Lot 64D527.

Destroy immediately.

#### **OFFICE OF PRIVATE COOPERATION (IOC)**

The Office of Private Cooperation was responsible for stimulating, guiding, and coordinating efforts of USIA to obtain the fullest possible use of the contributed services and facilities of non-governmental agencies and groups to further the objectives of the U.S. information program. The office worked with private agencies such as business, industrial, fraternal, and non-profit groups having interests and capabilities in creating understanding abroad of U.S. aims. IOC was abolished effective July 1, 1967, as part of an economy and efficiency movement within USIA. Its functions were absorbed by the Office of Policy and Research (IOP) and by the Information Center Service (ICS).

#### **58. Records Relating to the Donated Books Program, 1962-1966. 3 feet.**

Arranged primarily by subject in a rough alphabetical order. These records consist of the office files of the Office of Private Resources, including cables, memoranda, correspondence with publishers, and a chronological file relating to the donated books program.

WNRC Acc. No. 306-70A4044. Boxes 34-36. Lot 68D185.

PERMANENT. Transfer to the National Archives immediately.