

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	N1-306-99-1
1 FROM (Agency or establishment) United States Information Agency		DATE RECEIVED	10-26-98
2 MAJOR SUBDIVISION Office East Asian and Pacific Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION American Embassy USIS Tokyo		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Management Analyst for Records, M/AOL	5. TELEPHONE (202) 619-5479	DATE 2-22-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/15/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shelia A. Prince</i>	TITLE Records Management Officer	

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This schedule covers records dispatched to U.S. Information Agency from the U.S. Information Service, Tokyo, Japan. The records were maintained for two previous Ambassadors Michael Mansfield and Michael Armacost.</p>		

1. **Ambassadors' Speeches** - Audio cassette tapes of ambassadors' speeches made in Japan from 1977 to 1993.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

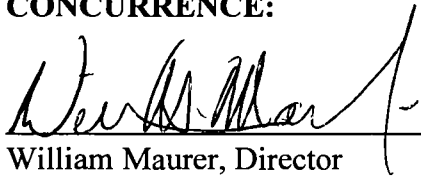
NOTE: Item 1 was added to the schedule per conversation of 1/25/99 between Shelia Prince (USIA) and Margaret Hawkins (NARA).

2. **Ambassadorial Public Relations Files** - Letters, memorandums, telegrams, press clippings, newspaper articles, publications, speeches, interviews Qs&As, photographs and other informational materials promoting international relations of the United States representative to Japan. Approximately 11-12 cubic feet of records which dates from 1977 to 1993.

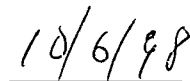
~~DISPOSITION: PERMANENT. Transfer to the National Archives and Records Administration when 25 years old.~~

DISPOSITION: PERMANENT. Retire to WNRC immediately. Transfer to the National Archives in 2019.

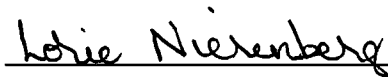
CONCURRENCE:



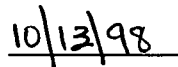
 William Maurer, Director
 Office of East Asian & Pacific Affairs



 Date



 Lorie Nierenberg, Asst. General Counsel
 Office of the General Counsel



 Date

All changes made per conversation of 12/16/98 between Shelia Prince (USIA) and Margaret Hawkins (NWML). MH 12/28/98