

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 U.S. Information Agency

2. MAJOR SUBDIVISION
 Press and Publications

3. MINOR SUBDIVISION
 Editorial Division

4. NAME OF PERSON WITH WHOM TO CONFER
 T. M. Wittstock

5 TEL EXT.
 63-26500

RF 306

LEAVE BLANK	
DATE RECEIVED FEB 27 1974	JOB NO.
DATE APPROVED NC	174-153

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC
 LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL
 APPROVED" IS AUTHORIZED

3-12-74 *James B. Phoads*
 DATE ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

2/22/74 *Thomas M. Wittstock*
 Date Signature of Agency Representative
 Thomas M. Wittstock

Chief, Communications & Records
 Chief, Communications/Records Br

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Press Wireless File</u> - Radio-teletype message in bulletin transmitted to Agency overseas posts for dissemination.</p> <p>a) Branch Area File</p> <p>(1) Transfer an archival sample (not to exceed 1%) to the Federal Records Center and destroy remainder one year after year in which transmitted.</p> <p>b) All Other Copies</p> <p>Destroy when of no further value (not later one year after year in which transmitted).</p>	<p>II-NNA-3156 <i>Item 1</i></p> <p><i>NN-463-22</i> <i>Item 11b</i></p>	<p><i>10/12</i></p> <p>DISPOSAL APPROVED</p> <p><i>18.</i></p> <p>DISPOSAL APPROVED</p>
2.	<p><u>Press Coverage Daily File</u> - News stories background, editorial comment, etc., received from Agency reporters at the White House Congress, State Department and other places as well as reporters in other cities and other background or source material used in preparation of the Press Wireless File.</p> <p>Destroy 3 months after receipt (retain any material having potential future use)</p> <p>This is a proposed revision of an earlier disposal authority (Job No. II-NNA-3156). Since its approval in 1960, our experience has shown that these retention periods are more realistic than those approved at that time. Reference to those records after the proposed retention period to be insignificant, if at all. None of the proposed revisions are inconsistent, with item 11b of the</p>	<p>II-NNA-3156 <i>Item 2</i></p>	<p><i>2.</i></p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	Agency's Records Retention Plan, Job No. NN-463-22	II-NNA-3156	

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

10. THE ARCHIVIST OF THE UNITED STATES,
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Information Agency

2. MAJOR SUBDIVISION
Press and Publications Service

3. MINOR SUBDIVISION
Editorial Division

4. NAME OF PERSON WITH WHOM TO CONFER
T. H. Wittstock

5. TEL. EXT.
192 - 2668

LEAVE BLANK		
DATE RECEIVED DEC 6 1959	JOB NO 11-NNA-3153	
DATE APPROVED 12/17/59	275/1	
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO 1203	86 th CONGRESS 2d SESSION	DATE 1-18-60
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.		
1/19/60 (Date)	Shad Page Archivist's Representative	

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

12/3/59
(Date)

Burton R. Kirk
(Signature of Agency Representative)

Chief, Communications & Records
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<u>Wireless File (Bulletin)</u> - This record series is a radio-telegram message, in bulletin form, transmitted to Agency overseas posts, for dissemination. " a) Branch area file copy Destroy 5 years after year in which transmitted. b) Other copies Destroy within one year after date of receipt.	X	DISPOSAL APPROVED
2.	<u>Press Coverage Daily File</u> - This record series contains copies of news stories and other material relating thereto (background, editorial comments, etc.) phoned in by Agency reporters who cover the White House, Congress, State Department and other points of news making activity. Reporters in principal cities are also utilized. Stories are phoned or telegraphed to the Press Service. Planning or selection of the news is revealed in the Agency broadcast script of which an adequate sample is being retained. Destroy 3 years after year in which received. " A representative sample not to exceed 1% will be retained for historical purposes.	X	DISPOSAL APPROVED

*For dissemination
 1/19/60
 (Signature)*