

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-306-78-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/6/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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

All items except those listed below are active.

## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

This schedule is obsolete in part. Item 1 is presumed disposed.

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<b>NC1 306 78 1</b>
DATE RECEIVED	<b>11 OCT 1977</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>11-15-77</i> <i>Jane S. Grymes</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

**U. S. Information Agency**

2. MAJOR SUBDIVISION

**Office of Security**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Jane S. Grymes/Harrison L. Davis**  
*(S. Stator)*

5. TEL. EXT.

**724-9478**  
*- 175*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~800 files~~ *one* page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.  
*Combination*

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/6/77	<i>Jane S. Grymes</i>	Agency Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>A. Request for Immediate Disposal</u> Volunteer Speaker Files-The Agency no longer performs name checks on these individuals, therefore, files are no longer needed in Agency operation. Destroy immediately.	NN-166-15	
2.	<u>B. Request for Disposal After Specified Period of Time</u> Agency proposes to list subject categories under heading Name Check Files (800 Series) as follows: Writers, Editors, Broadcasters, Narrators, Photographers, Technicians, Translators, On-Camera Talent, English teachers, Exhibit specialists, Seminar participants, Certain consultants. <i>Destroy after 10 years or when file becomes inactive whichever is sooner</i> <del>Agency feels a more realistic retention period would be 10 years and destroy after that time, or destroy when the file becomes inactive.</del>		
Approval of Items 1 and 2 will greatly aid the Agency in up-dating its Disposition Schedule and assist in complying with the Privacy Act.		2 items	

*Amended by  
R.A. Wire per  
conversation with  
Harrison L. Davis  
10/13/77  
RAW*

*Copy to Agency - 11/17/77*