

Rec'd NCD 24 Apr 80 141

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-306-80-1
DATE RECEIVED	4-24-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-21-81 Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
International Communication Agency

2 MAJOR SUBDIVISION
Associate Directorate for Programs

3 MINOR SUBDIVISION
Office of Research

4 NAME OF PERSON WITH WHOM TO CONFER
Samuel D. Staton

5. TEL EXT
724-9783

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

C DATE 4/22/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harrison L. Davis</i>	E. TITLE Message Center & Records Branch-Chief
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>DESCRIPTION</u> Program file in Office of the Director office of Research consisting of correspondence, program documents schedules, etc. which document history, function, organization, policy, planning and supervision, evidence of effectiveness and Program evaluation.</p> <p><u>DISPOSITION:</u> Break annually. Transfer to National Archives three (3) years after break. <i>Destroy when Archives three (3) years old.</i></p> <p>Volume on hand: 20 cu. ft. Annual Accumulation: 1 cu. ft.</p>		
2	<p><u>DESCRIPTION</u> General Administrative Files: General house-keeping records documenting routine day-to-day operation of the Office of Research including correspondence, requisitions for supplies and services, travel, staffing, etc.</p> <p><u>DISPOSITION:</u> Break annually. <i>when</i> Destroy three (3) years <i>old.</i> after break.</p> <p><i>All change approved H. Davis 7/13/81</i></p>		

ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
3	<p>Budget Files - consisting of working papers, cost statements, rough data, etc. accumulated in preparing budget estimated as well as copies of submission to higher echelons of the Agency.</p> <p><u>DISPOSITION:</u> Destroy three (3) years after close of related budget years, <i>1 year after close of fiscal year covered by the budget.</i></p>	GRS 5/4	
4	<p>Personnel Files: Unofficial personnel folders maintained for administrative convenience, may contain duplicates of documents filed in the Official Personnel Folder.</p> <p><u>DISPOSITION:</u> Destroy when employee leaves Office of Research, <i>1 year after separation or transfer of employee.</i></p>	GRS 1/18a	
5	<p>Research Project Files: contain complete history of each research project. Includes final project plan; authorization and funding documents; procurement documentary such as copies of contracts, agreements, modifications and changes, etc; correspondence relating to changes, execution and completion of research contracts; questionnaires (foreign and English language versions); code books; description of sampling method; Interview and field instructions; basic data file (or information on location); reports on pilot study or pre-test data book; final report (or final draft if no final report issued); etc.</p> <p><u>NOTE:</u> This does <u>NOT</u> include machine readable records records relating to each project which are covered by Job No. NC1-306-79-2</p> <p><u>DISPOSITION:</u> ^{PERMANENT} Transfer to National Archives, Three (3) <i>in five (5) year blocks</i> three <i>five (5)</i> years after completion of project (with exception of selected data books, questionnaires and codebooks).</p>		

ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
7	Volume on hand: ¹⁴⁴ 550 cu. ft. - Annual Accumulation: ⁶ 10 cu. ft.		
6	<p>Project Working Files: consisting of interm reports, drafts, extra copies, routine correspondence, notes and other material collected and used in the course of the project and, while the project is in progress the material described in Item 5.</p> <p><u>DISPOSITION:</u> Upon close of project, screen. Transfer the project documentation described in Item 5 to the Project File, remaining material having further reference value to the Reference File. Destroy the remainder.</p>		
7	<p>Project Reports File: One record copy of the final published report of each completed project or the last draft report of uncompleted project.</p> <p><u>DISPOSITION:</u> ^{PERMANENT.} Transfer to National Archives ^{in 5-yr blocks} after close of Agency. ^{when 25 years old}</p> <p>Volume on hand: 40 cu. ft - Annual Accumulation: 2 cu. ft.</p>		
8	<p>Feasibility Files: Documenting investigation of the feasibility or desirability of unsolicited proposals for research projects.</p> <p>A. Proposals resulting in an authorized project.</p> <p><u>DISPOSITION:</u> File in and Dispose of with related project file.</p> <p>B. REJECTED PROPOSALS:</p> <p><u>DISPOSITION:</u> Destroy three (3) years after close of year in which rejected.</p>		
9	<p>Reference Files: File copies of reports and other technical or scientific material received from other government agencies, commercial sources or other sources as well as copies of Agency produced research material used as reference sources in performing</p>		

ITEM NO.

§ DESCRIPTION OF ITEM

9 SAMPLE OR

10 ACTION

7

(With Inclusive Dates or Retention Periods)

JOB NO.

TAKEN

the research function of the Agency.

DISPOSITION: Destroy when obsolete, super seded or of no
futher reference value