

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCO 16 May 80

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. International Communication Agency

2. MAJOR SUBDIVISION
Associate Directorate for Programs

3. MINOR SUBDIVISION
Press and Publications Service Photo Library

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

5. TEL. EXT.
724-9783

LEAVE BLANK

JOB NO. **NCI-306-80-3**

DATE RECEIVED **May 21, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-21-83 *[Signature]*
Date Archivist of the United States

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 3 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: 5/15/80

D. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]* Harrison L. Davis

E. TITLE: Chief - Message Center and Records Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Master File Photographs - color and black and white photographs acquired or produced by the Agency for use in its overseas information programs. PERMANENT PROPOSED DISPOSITION: Transfer inactive photographs to Federal Records Centers. Transfer to National Archives five years later <i>when 5 yrs old.</i> Volume on Hand 140 cubic feet Annual Accumulation 10 cubic feet	NN-165-91 Item 1 555.15c	
2	Original and Copy Negatives and transparencies of Master File Photographs (attached) PERMANENT PROPOSED DISPOSITION: Transfer to Federal Records Centers then to National Archives with related photographs <i>(Item 1)</i> . Volume on Hand 42 cubic feet Annual Accumulation 3 cubic feet	NN-165-191 Item 2 555.15d	
3	Index Cards to Master File Photographs PERMANENT PROPOSED DISPOSITION: Transfer to Federal Records Center then to National Archives with related Photographs <i>(Item 1)</i> .	NN-165-191 Item 9 555.15k	<i>12 items</i>

115-107 *Agency copy sent 2/22/83 MW*

MASS DATA CHANGE SHEET ATTACHED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

NCW, NNB, NNS, NNF sent out 6-30-83 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO.

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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
4	<p>Volume on Hand: 88 cubic feet Annual Accumulation: 6 cubic feet</p> <p>Photographs used in production of USIA World or subsequent Agency "House" periodical.</p> <p>PROPOSED DISPOSITION: Transfer to Federal Records Center three years after year produced. Transfer to National Archives five years later when 8 yrs. old.</p>	<p>NN-314-204</p>	
5	<p>Volume on Hand: 5 cubic feet Annual Accumulation: 1 cubic feet</p> <p>Albums - Photograph Albums prepared on visiting heads of State and other visiting dignitaries as well as U.S. Presidents.</p> <p>PROPOSED DISPOSITION: Transfer to Federal Records Center ten years after year produced. Transfer to National Archives five years later when 15 yrs. old.</p>	<p>NC-1-306-79-1</p>	
6	<p>Volume on Hand: 12 cubic feet Annual Accumulation: 1 cubic feet</p> <p>Staff and Stringer Coverage - photographic coverage of various events by Agency or contract personnel. Includes photographs, contact sheets, negatives, transparencies, etc.</p> <p>PROPOSED DISPOSITION: Transfer to Federal Records Center five years after year produced. Transfer to National Archives, five years later when 10 yrs old.</p>	<p>NN 370-145</p>	
7	<p>Volume on Hand: 28 cubic feet Annual Accumulation: 3 feet</p> <p>Oversize Photographs (These Photographs are duplicates of photographs in the Master File.)</p> <p>PROPOSED DISPOSITION: Destroy 20 yrs. after year produced or when no longer needed, whichever is sooner.</p>	<p>NN-165-191 Item 4 555.15F</p>	
8	<p>Volume on Hand: 28 cubic feet Annual Accumulation: 3 feet</p> <p>Photographs used in the production of America Illustrated and other Agency produced magazines (Duplicates of photographs in the Master File.)</p> <p>PROPOSED DISPOSITION: Transfer to Federal Records Center five yrs. after yrp. of publication.</p>	<p>NN-165-191 Items 5 & 6 555.15g 555.15h</p>	

*amended in 115-208
per
Sum Station
2-11-80*

Four copies, including original, to be submitted to the National Archives
Destroy when 10 yrs. old.

STANDARD FORM 115-A
Revised July 1974
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FPMR (41 CFR) 101-11.4

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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
9	Picture Story File - Texts, research material, correspondence, photographs, etc., (exclusives of copyright release) of picture stories produced by the Agency. Photographs are duplicated in the Master File. PROPOSED DISPOSITION: Destroy twelve years after year in which produced	NN-172-192 Item 8 555.15i	
10	Editorial Folders - containing original manuscripts and annotated copies. Tear sheets; Layout slip; etc. for the various periodicals published by the Agency for distribution overseas. PROPOSED DISPOSITION: Destroy six years after year in which produced.	NN-173-92 555.15m	
11	Production Records - Records relating to the production of the various magazines produced by the Agency. PROPOSED DISPOSITION: Destroy two years after year of production	NN-172-192 Item 7 555.15m	
12	Un-numbered and unused photographs files under general categories and all other photographs not described above. PROPOSED DISPOSITION: Destroy when of no further reference value.	NN-165-191 Item 8 555.15j	