

Rec'd NCO 28 May 80 114

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Foreign Press Centers

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

5. TEL EXT
724-9783

LEAVE BLANK
JOB NO
NCI-306-80-4
DATE RECEIVED June 5, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
6-16-80 James E. O'Neill Date Acting 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 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.

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

C. DATE 5/23/80	D. SIGNATURE OF AGENCY REPRESENTATIVE Harrison L. Davis <i>Harrison L. Davis</i>	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	Files on Foreign Correspondents in the United States <u>PROPOSED DISPOSITION:</u> Transfer to inactive file when correspondent departs United States. Destroy three years after correspondent departs United States.		
2	Correspondence with Foreign Correspondents. <u>PROPOSED DISPOSITION:</u> Destroy three years after close of year of writing.		
3	Administrative Files <u>PROPOSED DISPOSITION:</u> Destroy three years after close of year in which created.		

*115-10
sent to
NND, NMF
agency
for*

*Copies sent
to NCI, 21C
6-24-80*

3 items