

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

*Hand rec'd 9 Mar 81*

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

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

2. MAJOR SUBDIVISION  
**U.S. Information Agency (USIA)**

3. MINOR SUBDIVISION  
**Office of the Secretariat (I/S)**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Sam Staton**

5. TEL. EXT.  
**724-9783**

LEAVE BLANK

JOB NO.  
**NC1-306-81-8**

DATE RECEIVED  
**March 9, 1981**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS**

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 1 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 <b>3/9/81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harmon L. Davis</i>	E. TITLE <b>Chief Message Center and Records Branch</b>
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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.	SUBJECT FILES, OFFICE OF THE DIRECTOR, USIA, 1953-1978.  Correspondence, memoranda, reports, briefings, and related materials maintained for the Directors, USIA. (Approx. 150 cu. ft. Arranged by subject). Cutoff annually.  <b>PERMANENT.</b> Transfer in annual blocks to FRC when no longer needed for USICA administration. Offer to NARS when 25 years old in 5 year blocks.		
2.	CHRONOLOGICAL FILES, OFFICE OF THE DIRECTOR, USIA, 1953-78.  Copies of correspondence maintained for the Directors, USIA.  a. Microfilmed Files, 1953-70 (112 reels).  <b>PERMANENT.</b> Silver negative and one positive copy. Offer to NARS when 25 yrs. old in 5 yr. blocks.  b. Hardcopy Files, 1961-78 (Approx. 27 cu. ft.).  <b>PERMANENT.</b> Transfer in annual blocks to FRC when no longer needed for USICA administration. Offer to NARS when 25 yrs. old in 5 yr. blocks.		

*3 items*

*Closed Out: 10-7-81: K.T.D.  
Copy to NCW, NNS, NNF & Agency*

*No MOC Necessary. 4/7/81*