

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

RECORDED 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

4. NAME OF PERSON WITH WHOM TO CONFER
Sam Staton

5. TEL. EXT.
724-9783

LEAVE BLANK	
JOB NO.	NC1-306-81-10
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-19-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 3/9/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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.	<p>CORRESPONDENCE CONTROL CARDS, 1961-1964.</p> <p>Control cards showing receipt and disposition of correspondence received in the Office of the Director, USIA.</p> <p>WNRG Accessions: 306-68A1415, Boxes 3-5a 306-69A3445, Boxes 1-7 306-70A4044, Boxes 1-5 306-72A5121, Boxes 1-5</p> <p>DESTROY IMMEDIATELY</p>		<i>Item</i>

*Closed Out: 3-23-81: K.T. (1)
Copies to Agency, NCF & NNF*