

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

*Handwritten: NC 920814*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

*Handwritten Signature*  
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>Sam L. Demas</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.	<p><b>CORRESPONDENCE CONTROL CARDS, 1961-1964.</b></p> <p>Control cards showing receipt and disposition of correspondence received in the Office of the Director, USIA.</p> <p>WNRC Accessions: 306-68A1415, Boxes 3-5a 306-69A3445, Boxes 1-7 306-70A4044, Boxes 1-5 306-72A5121, Boxes 1-5</p> <p><b>DESTROY IMMEDIATELY</b></p>		

*Item*

*Handwritten:* Closed Out: 3-23-81: K.T.D.  
Copies to Agency, NCF & NNF