

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

*Red NCP 25 Nov 81 14*

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

LEAVE BLANK	
JOB NO.	NCL-306-81-11
DATE RECEIVED	March 25, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>3-26-81</i> Date
Archivist of the United States	<i>[Signature]</i> Archivist of the United States

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

2. MAJOR SUBDIVISION  
**Press and Publications Service**

3. MINOR SUBDIVISION  
**Editorial Service Division**

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

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

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>3/25/81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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>FEATURE ARTICLES, PACKETS, AND AIR BULLETINS, 1949-58. Materials prepared by the USIA and predecessor units in the Dept. of State for distribution to overseas posts, with related transmittals and correspondence. Materials include reprints from current periodicals, articles prepared by persons outside the agency (Byliners), and articles prepared by USIA staff. (A record set of Packets and Air Bulletins has been designated for permanent retention by NARS in NC3-306-80-15)</p> <p>DESTROY IMMEDIATELY. WNRC Acc. 306-58A633/1-10 306-61A226/85-104 and 120-133 and 135-144. 306-59A428/11-39A</p>		
2.	<p>PERIODIC PROGRESS REPORTS, 1952-53. Semi-weekly, weekly, and monthly progress reports.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. 306-61A226/83-84.</p>		
<p>NOTE: The following materials are designated for PERMANENT retention: WNRC Acc. 306-59A428/1-10; 306-61A226/134; and 306-61A226/105. (See NC3-306-80-15)</p>			

*2 items*

*Closed Out: 4-9-81: (R.T.)  
Copy to Agency, NCW; NNF*