

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NC1-306-83-1

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

DATE RECEIVED
6-13-83

1. FROM (AGENCY OR ESTABLISHMENT)
United States Information Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

~~Bureau of Management, Office of Administration & Technology~~

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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

Property and Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Susan Garro

485-7502

6-29-83
Date

Rolando M. Vasquez
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 5/26/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>R. Bennett</i>	E. TITLE Chief, Property and Records Management Branch
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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>WNRC Accession 306-67A222, box 110.</p> <p>These records consist of two binders of despatches (copies) sent to the State Department in response to Circular 168, Sept. 5, 1956; two binders of duplicate copies of USIA Country plans, 1958; and copies of unsolicited correspondence of L. Arthur Goodfriend, Sept.-Dec. 1950. The records have previously been appraised as non-permanent in NC3-306-80-16.</p> <p>Destroy immediately.</p> <p align="center">MASS DATA CHANGE SHEET NOT REQUIRED</p>		<p align="right"><i>1 item</i></p>

NCW + Agency sent out 7-13-83 by DMW.