

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <b>RG 306</b>	
DATE RECEIVED <b>MAR 22 1973</b>	JOB NO <b>NN-173-192</b>
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
<b>3-27-73</b> DATE acting	<i>James P. O'Neill</i> ARCHIVIST OF THE UNITED STATES

TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.**

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

2. MAJOR SUBDIVISION  
**Office of the Asst. Dir. of Administration (IOA)**

3. MINOR SUBDIVISION  
**Admin. Services Div & Records Branch (IOA/S & IOA/SC)**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. Samuel Staton**

5. TEL. EXT.  
**24757**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of **3** pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

**3/21/73** (Date) *Thomas M. Wittstock* (Signature of Agency Representative) **Asst. Chief, Comm. & Rec.** (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Field Requirements Branch Country Files - consisting of telegrams, operations memoranda and other correspondence relating to field requirements for printing services. These records are filed by country and chronologically and are of a routine administrative nature containing nothing which establishes policy or documents program effectiveness.  Proposed Disposition: Destroy 2 years after close of year in which created.		DISPOSAL APPROVED
2.	Periodic Reports from Regional Service Centers (Item 11 of USIA Records Retention Plan, Job No. NN-463-22).  Proposed Disposition: Permanent Retention.		
3.	Correspondence with Regional Service Centers on routine operational and administrative matters, including supply requirements, etc.  Proposed Disposition: Destroy 2 years after close of year in which created.		DISPOSAL APPROVED

*8 items*

*To NNF 22 Mar 73  
 Ret w/o obs 26 Mar 73*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p>Field Produced Magazines or Periodicals (Item 11 h. USIA Records Retention Plan, Job. No. NN-463-22.)</p> <p>Proposed Disposition: <sup>(a)</sup> Retain one copy of each issue of each magazine or periodical permanently <sup>(b)</sup> Destroy all others when no longer required for distribution.</p>		<p><sup>(b)</sup> DISPOSAL APPROVED</p>
5.	<p>Field Produced Pamphlets, Leaflets, Posters, etc. (Item 11 h USIA Records Retention Plan, Job No. NN-463-22).</p> <p>Proposed Disposition: <sup>(a)</sup> Screen annually and select a representative sample (not to exceed 10%) for permanent retention <sup>(b)</sup> Destroy remainder.</p>		<p><sup>(b)</sup> DISPOSAL APPROVED</p>
6.	<p>Editorial Folders of periodicals produced domestically by Press and Publications Service containing original and annotated copies of manuscripts, tear sheets, layout slips, english texts, translations, duplicates of stories correspondence and other material relating to the make up of each issue of the various magazines and periodicals produced.</p> <p>This material is currently covered by Agency Records Control Schedule, MOA III 555.15 m, q and r (2) with retention periods of 10 and 15 years. However, experience has demonstrated that a shorter retention period will be adequate.</p> <p>Proposed Disposition: Destroy 6 years after close of year in which created.</p>		<p><sup>(b)</sup> DISPOSAL APPROVED</p>
7.	<p>Production Folders - containing layout - stat, type proofs, four color proofs, work orders, correspondence and other material relating to production of domestically produced magazines or periodicals.</p> <p>This material is currently covered by Agency Records Control Schedule, MOA III 555.15 n with a retention period of 7 years. However, experience has demonstrated that a shorter retention period is adequate.</p> <p>Proposed Disposition: Destroy 2 years after close of year in which created.</p>		<p><sup>(b)</sup> DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	<p>Picture Story Folders containing text, research notes, correspondence, etc. relating to picture stories used in periodicals produced by Press and Publications Service. These folders are filed by story title and do not contain material classed as Permanent in the USIA Records Retention Plan. They are currently covered by Agency Records' Control Schedule, MOA III 555.15: with an "Indefinite" retention period. Experience has demonstrated that they will be of no significant use after twelve years.</p> <p>Proposed Disposition: Destroy 12 years after close of year in which created.</p>		<b>DISPOSAL APPROVED</b>