

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0517-2013-0001

## Request for Records Disposition Authority

Records Schedule Number DAA-0517-2013-0001  
Schedule Status Returned Without Action  
  
Agency or Establishment Broadcasting Board of Governors  
Record Group / Scheduling Group Records of the Broadcasting Board of Governors  
Records Schedule applies to Agency-wide  
Schedule Subject Broadcasting Board of Governors (BBG) Office of the Secretariat records schedule.  
Internal agency concurrences will be provided Yes

### Background Information

The Broadcasting Board of Governors (BBG) became an independent agency on October 1, 1999, by authority of the Foreign Affairs Reform and Restructuring Act of 1998 (22 U.S.C. 6501 note). It is composed of nine members. Eight members are appointed by the President and confirmed by the Senate; the ninth, an ex officio member, is the Secretary of State.

The BBG serves as the governing body for all civilian U.S. international broadcasting and provides programming in 59 languages via radio, television, and the Internet. The BBG broadcast services include the Voice of America, the Office of Cuba Broadcasting, Radio Free Europe/Radio Liberty, Radio Free Asia, and the Middle East Broadcasting Networks.

All BBG broadcast services adhere to the broadcasting standards and principles of the International Broadcasting Act of 1994, which include reliable, accurate, and comprehensive news; balanced and comprehensive presentations of U.S. thought, institutions, and policies, as well as discussions about those policies; information about developments throughout the world; and a variety of opinions from nations around the world.

### Activities

#### International Broadcasting Bureau

The International Broadcasting Bureau (IBB) provides all transmission, marketing, and program placement services. The Bureau manages a global network of transmitting sites, an extensive system of leased satellite and fiber optic circuits, and a rapidly growing Internet delivery system. The Bureau also assists BBG networks in the usage of Internet services, mobile devices, social media, and other digital platforms; provides research and evaluations

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of broadcasts; and crafts Voice of America editorials. IBB also provides assistance with human resources and equal employment opportunities, procurement, security, information technology, and other essential administrative services.

## Voice of America

Voice of America (VOA) is a multimedia international broadcasting service funded by the U.S. Government through the Broadcasting Board of Governors. VOA broadcasts approximately 1,599 hours of news, information, educational, and cultural programming every week to an estimated worldwide audience of approximately 123 million people. Programs are produced in 44 languages.

## Radio Free Europe/Radio Liberty

Radio Free Europe/Radio Liberty (RFE/RL) is a private and independent international news organization whose programs--radio, Internet, and television--reach audiences in 21 countries, including Russia, Iran, Iraq, Afghanistan, Pakistan and the republics of Central Asia. It is funded by a grant from the Broadcasting Board of Governors.

## Radio Free Asia

Radio Free Asia (RFA) is a private, nonprofit corporation broadcasting and publishing online news, information, and commentary in nine East Asian languages to listeners who do not have access to full and free news media. RFA's broadcasts seek to promote the rights of freedom of opinion and expression. RFA is funded by a grant from the Broadcasting Board of Governors.

## Middle East Broadcasting Networks

The Middle East Broadcasting Networks, Inc. (MBN), operates the Arabic language networks of Alhurra Television and Radio Sawa. MBN is a multimedia organization that expands the spectrum of ideas, opinions, and perspectives in the Middle East by engaging the United States with an audience of more than 35 million people in 21 countries. MBN is funded by a grant from the Broadcasting Board of Governors.

## Office of Cuba Broadcasting

The Office of Cuba Broadcasting oversees Radio Marti and TV Marti. These two Spanish language services provide news about Cuba

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and the world, features, and entertainment programs aimed at Cuba. Based in Miami, these comprehensive and timely broadcasts offer Cubans the opportunity to receive unfiltered and accurate information. Radio and TV Marti are disseminated through medium wave (AM), shortwave, Internet, digital media, and satellite.

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	19

GAO Approval

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## Outline of Records Schedule Items for DAA-0517-2013-0001

Sequence Number	
1	Official Correspondence To and From the Broadcasting Board of Governor's Disposition Authority Number: DAA-0517-2013-0001-0001
2	Board Subject Files Disposition Authority Number: DAA-0517-2013-0001-0002
3	Radio and Television Files Disposition Authority Number: DAA-0517-2013-0001-0003
4	Organization and Management Files Disposition Authority Number: DAA-0517-2013-0001-0004
5	Legislative and Legal Affairs Files Disposition Authority Number: DAA-0517-2013-0001-0005
6	Committee Files, Working Groups, and Steering Committees Disposition Authority Number: DAA-0517-2013-0001-0006
7	Congressional Files Disposition Authority Number: DAA-0517-2013-0001-0007
8	Public Relations Records Disposition Authority Number: DAA-0517-2013-0001-0008
9	Office of Inspector General Audit Case Files Disposition Authority Number: DAA-0517-2013-0001-0009
10	United States Information Agency Historical Collection Disposition Authority Number: DAA-0517-2013-0001-0010
11	Financial Management Files and Government Accounting Office Records Disposition Authority Number: DAA-0517-2013-0001-0011
12	General Information Files Disposition Authority Number: DAA-0517-2013-0001-0012
13	Memorandum of Agreement and Interagency Agreement Disposition Authority Number: DAA-0517-2013-0001-0013
14	Radio Engineering and Construction Disposition Authority Number: DAA-0517-2013-0001-0014
15	Radio Installation Operations Disposition Authority Number: DAA-0517-2013-0001-0015
16	Budget Files Disposition Authority Number: DAA-0517-2013-0001-0016
17	Public Relations Publications Disposition Authority Number: DAA-0517-2013-0001-0017
18	Annual Report

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Records Schedule: **DAA-0517-2013-0001**

18.1

Record Set of Annual Reports  
Disposition Authority Number: DAA-0517-2013-0001-0018

18.2

Copies of Annual Reports  
Disposition Authority Number: DAA-0517-2013-0001-0019

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0517-2013-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Official Correspondence To and From the Broadcasting Board of Governor's</b></p> <p>Disposition Authority Number      <b>DAA-0517-2013-0001-0001</b></p> <p><b>Contains unclassified and classified memorandums, meeting minutes, reports, reviews, directives and other correspondence to and from the Broadcasting Board of Governor's.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Withdrawn</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of the calendar year.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1999 To 1999</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 1 Years</b></p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Board Subject Files

Disposition Authority Number **DAA-0517-2013-0001-0002**

Outgoing and incoming correspondence, memorandums, reports, telegrams, notes, meeting minutes, briefing materials, and other materials. Files related to the plans, policies, operations, decisions and activities of the Board and it's interaction with broadcasters within the Broadcasting Board of Governors network. Includes functions of the Executive Director and Secretary.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

## Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to Inactive Storage **Transfer to the Washington National Record Center after cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	14 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Radio and Television Files

Disposition Authority Number **DAA-0517-2013-0001-0003**

Records relating in general to radio broadcasting and it's use as an information, cultural, and entertainment medium, other than the Agency's domestic public information program. Records cover radio engineering & constructions, radio programming, radio Frequencies & Propagation, and Radio Installation operations outlines for matters pertaining to those subjects. Records include Policy plans, reports and statistics, agreements, visits and training. Broadcasting: commercial, private, foreign country broadcasting, visits, training and assessment evaluations and research studies. Correspondence, reports, memorandums, analyses, reviews, notes, programs, news, clippings, listener surveys, and planning. Files also cover records dealing with the administration of broadcast reporters and journalists and broadcasting services such as Voice Of America, Radio/TV Marti, Radio Free Europe and Radio Liberty, Office of Cuba broadcasting, Radio Free Asia and other world services.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

## Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet

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Microform		
Hardcopy or Analog Special Media		

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## Organization and Management Files

Disposition Authority Number      **DAA-0517-2013-0001-0004**

Records covering the establishment, organization, reorganization, and termination of Agency offices and overseas posts; the assignment and realignment of functions and changes in status of posts and consular districts. Records documenting office reorganization, reprogramming, office moves, estimated costs, departmental and organization restructuring, delegation of authority, policies and procedures. Included are organizational matters relating to other agencies, interagency relations and coordination. Records include the Manual of Operations Administration, business plans, Restructuring Studies, memos, correspondence, budget plans, relocation plans, employee relocation, furniture and building leases, and agreements.

Final Disposition                      **Permanent**

Item Status                                **Withdrawn**

Is this item media neutral?            **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

## Disposition Instruction

Cutoff Instruction                        **Cutoff at the end of the calendar year.**

Transfer to Inactive Storage            **Transfer to federal record center after cutoff.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 20 year(s) after cutoff**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Legislative and Legal Affairs Files

Disposition Authority Number DAA-0517-2013-0001-0005

Records dealing with the Broadcasting Board of Governor's legislative program with Congress. These records include papers on subjects such as constitutional and comparative law, legal opinions and interpretations, judicial, claims procedures, reports to congress, congressional committees and country briefing papers.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year, or when case is closed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Committee Files, Working Groups, and Steering Committees

Disposition Authority Number **DAA-0517-2013-0001-0006**

Includes Governance Committee, Strategy and Budget Committee, Communications Outreach Committee, Broadcast Technology Steering Committee, Reports pertaining to committee meetings, findings, reports, resolutions, and administration of committee.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

### Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation

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Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Congressional Files

Disposition Authority Number DAA-0517-2013-0001-0007

Copies of correspondence, memorandums, Board reports addressed to Congress, internal matters of the Board, hearings, and other material dealing with the Board's relation to Congress.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff or when no longer needed occurs, whichever is later

## Additional Information

GAO Approval Not Required

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## Public Relations Records

Disposition Authority Number DAA-0517-2013-0001-0008

Records documenting agency relationships with the general public, including individual citizens and private groups. Included are routine requests for information, praise or criticism of policies and programs and efforts to keep the public informed through press releases pertaining to Radio/TV Broadcasts and relations, International Broadcasting Bureau and other agencies involving Broadcasting Board of Governors. Includes media advisories, correspondence, audio-visuals including filmstrips, slides and recordings.

Final Disposition Permanent

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Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>14 Cubic feet</b>	<b>1 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>	<b>14 filmstrips, slides, recordings</b>	<b>1 filmstrips, slides, recordings</b>

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## Office of Inspector General Audit Case Files

Disposition Authority Number **DAA-0517-2013-0001-0009**

Case files of internal audits of agency and Radio Free Europe and Radio Liberty programs, operations, and procedures. Consists of correspondence, reports, memorandum, minutes of meetings, working papers, and other documentation.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

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electronic format(s) other than e-mail and word processing?

## Disposition Instruction

Cutoff Instruction Cutoff at the end of fiscal year in which case is closed

Retention Period Destroy 8 year(s) after cutoff

## Additional Information

GAO Approval Not Required

## United States Information Agency Historical Collection

Disposition Authority Number DAA-0517-2013-0001-0010

Reports, memos, correspondence and other documentation containing research, strategy, and study on United States Information Agency (USIA) broadcasting that are of a historical value.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

## Additional Information

First year of records accumulation 1953

End year of records accumulation 1999

What will be the date span of the initial transfer of records to the National Archives? From 1953 To 1992

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

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Paper	46 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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## Financial Management Files and Government Accounting Office Records

Disposition Authority Number      **DAA-0517-2013-0001-0011**

Records relating to accounting systems in general, procedures and operations involved in accounting for agency funds and special programs, accountability for funds, paying and collecting transactions and reports, and related subject matter. Includes Government Accounting Office claims, internal and external audits as well as domestic and overseas audits.

Final Disposition                      **Permanent**

Item Status                                **Withdrawn**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

### Disposition Instruction

Cutoff Instruction                      **Cutoff at the end of the fiscal year.**

Transfer to Inactive Storage          **Transfer to federal record center 5 years after cutoff.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 20 year(s) after cutoff.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

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Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## General Information Files

Disposition Authority Number      DAA-0517-2013-0001-0012

Records dealing with International Broadcasting Bureau's total international program and other agencies to explain the national objectives, policies, and culture and to influence the attitudes of other nation's populaces or segments of them. Use also for papers covering mass communications media, general information research and for general matters pertaining to International Broadcasting Bureau's information activities conducted for other US Government agencies overseas. Includes Interagency Coordination, Cooperative agreements, Department Of Defense, Department Of State National Security Council and Freedom Of Information Act.

Final Disposition                      Permanent

Item Status                              Withdrawn

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

## Disposition Instruction

Cutoff Instruction                      Cutoff at the end of the calendar year.

Transfer to Inactive Storage          Transfer to federal record center 5 years after cutoff.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?      From 1999 To 1999

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Memorandum of Agreement and Interagency Agreement

Disposition Authority Number DAA-0517-2013-0001-0013

Copies of agreements with background data and other records relating to agreements between International Broadcasting Bureau and Federal agencies such as Department of State formalizing performance criteria for quantity and quality of service, including definition of responsibilities, commitments, response times and volumes, charging, and transfer of resources.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

### Disposition Instruction

Cutoff Instruction Cutoff when agreement is superseded or terminated

Retention Period Destroy 5 year(s) after cutoff.

### Additional Information

GAO Approval Not Required

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## Radio Engineering and Construction

Disposition Authority Number DAA-0517-2013-0001-0014

Records pertaining to the engineering, design, and construction of radio stations and the technical apparatus, component systems, and related equipment at relay stations and other radio installation. Includes general policy, plans, project proposals, general reports and statistics, design constructions, records that

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establish files on a type of activity or equipment or component system and related parts.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

## Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Radio Installation Operations

Disposition Authority Number DAA-0517-2013-0001-0015

Records dealing with radio propagation and research and analysis, frequencies assignment, technical monitoring, reception, and related radio frequencies and propagation subjects. Includes records new and proposed facilities, jamming, counter-jamming, and monitoring, general reports and statistics.

Final Disposition Permanent

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Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

16

**Budget Files**

Disposition Authority Number **DAA-0517-2013-0001-0016**

Records on administrative and program budget policy and procedure, including budget formulation, Budget Bureau and Congressional submissions and hearings. Also included is Committee report appropriation bills, budget execution, and related budget matters. Specific types of budgets are annual, supplemental and deficiency.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

## Disposition Instruction

Cutoff Instruction **Cutoff at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 1999**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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## Public Relations Publications

Disposition Authority Number **DAA-0517-2013-0001-0017**

## Public Relations Publications

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

## Disposition Instruction

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18.1

Cutoff Instruction Cutoff at end of calendar year.  
Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**Annual Report**

**Record Set of Annual Reports**

Disposition Authority Number DAA-0517-2013-0001-0018

Record set of annual reports to various stakeholders and oversight groups summarizing Broadcasting Board of Governor's activities.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Cutoff Instruction Cutoff when report is produced.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	1 Cubic feet
Microform		

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Hardcopy or Analog Special Media		
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18.2

## Copies of Annual Reports

Disposition Authority Number      DAA-0517-2013-0001-0019

Copies of annual reports to various stakeholders and oversight groups summarizing Broadcasting Board of Governor's activities.

Final Disposition                      Temporary

Item Status                              Withdrawn

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

## Disposition Instruction

Cutoff Instruction                      Cutoff at the end of the calendar year.

Retention Period                        Destroy 3 year(s) after cutoff.

## Additional Information

GAO Approval                            Not Required

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## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
10/23/2013	Certify	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
08/12/2015	Return Without Action	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi

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