

## Request for Records Disposition Authority

Records Schedule Number DAA-0517-2013-0002  
Schedule Status Approved

Agency or Establishment Broadcasting Board of Governors  
Record Group / Scheduling Group Records of the Broadcasting Board of Governors  
Records Schedule applies to Major Subdivision  
Major Subdivision Broadcasting Board of Governors  
Schedule Subject Broadcast Recordings, Associate Broadcast Recordings, and Social Media Records of Voice of America and the Office of Cuban Broadcasting.

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 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.

#### Office of Cuba Broadcasting

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

Radio Free Europe/Radio Liberty (RFE/RL), Radio Free Asia (RFA), and the Middle East Broadcasting Networks (MBN) are grantee organizations. The program and social media records of these networks are not Federal records and are thus not covered by this schedule.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	3	5	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0517-2013-0002

Sequence Number	
1	<b>BBG broadcast recordings for the Voice of America and Office of Cuban Broadcasting.</b>
1.1	Historically Significant Programming, disseminated on or after July 2, 2013 Disposition Authority Number: DAA-0517-2013-0002-0001
1.2	Routine Programming Disposition Authority Number: DAA-0517-2013-0002-0002
1.3	Historically Significant Programming, disseminated before July 2, 2013. Disposition Authority Number: DAA-0517-2013-0002-0003
1.4	Indeterminate Broadcast Recordings. Disposition Authority Number: DAA-0517-2013-0002-0004
1.5	Recordings Used in the Creation of Broadcast Programming. Disposition Authority Number: DAA-0517-2013-0002-0005
2	<b>Broadcast Logs</b>
2.1	Broadcast Logs for Broadcast Recordings Scheduled as Permanent. Disposition Authority Number: DAA-0517-2013-0002-0006
2.2	Broadcast Logs for Broadcast Recordings Scheduled as Temporary. Disposition Authority Number: DAA-0517-2013-0002-0007
3	<b>Social Media Records</b>
3.1	Social Networking Site Records Disposition Authority Number: DAA-0517-2013-0002-0008

## Records Schedule Items

Sequence Number	
1	<p><b>BBG broadcast recordings for the Voice of America and Office of Cuban Broadcasting.</b> These recordings are created from, or used in the production of, the BBG's language services broadcast of radio and television programming.</p>
1.1	<p><b>Historically Significant Programming, disseminated on or after July 2, 2013</b></p> <p>Disposition Authority Number      <b>DAA-0517-2013-0002-0001</b></p> <p>Historically Significant audio and visual programs identified by the VOA or OCB program/project manager in consultation with BBG's records officer. These programs are created by the BBG and document important milestones in the broadcast history of language services, provide coverage of significant and historical events or personages, document major news events that are exclusive to a particular language service, received award, or otherwise have significant that uniquely differentiate them from the regular programming.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</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>Cut off at end of fiscal year program was broadcast.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 3 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 2013 To 2016</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 3 Years</b></p>
1.2	<p><b>Routine Programming</b></p> <p>Disposition Authority Number      <b>DAA-0517-2013-0002-0002</b></p>

Routine audio and visual programming of the Voice of America and Office of Cuban Broadcasting. Segments may include, but are not limited to, news, science, sports, entertainment, music, culture, politics, and current events. May also include interviews and call-in engagement of listener/viewer interaction with the host and guests on the program to exchange views, comments and questions.

Final Disposition Temporary

Item Status Active

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 Cut off at end of fiscal year program was broadcast.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.3

Historically Significant Programming, disseminated before July 2, 2013.

Disposition Authority Number DAA-0517-2013-0002-0003

Historically Significant audio and visual programs identified by the VOA or OCB program/project manager in consultation with BBG's records officer. These programs are created by the BBG and document important milestones in the broadcast history of language services, provide coverage of significant and historical events or personages, document major news events that are exclusive to a particular language service, received awards, or otherwise have significance that uniquely differentiate them from the regular programming.

Final Disposition Permanent

Item Status Active

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 Cut off at the end of the fiscal year program was broadcast.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 12 year(s) after cutoff.

**Additional Information**

First year of records accumulation      1964

End year of records accumulation      2013

What will be the date span of the initial transfer of records to the National Archives?      From 1964 To 2013

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

1.4

**Indeterminate Broadcast Recordings.**

Disposition Authority Number      DAA-0517-2013-0002-0004

**Broadcast recordings having no finding aids, indexes, summaries, or other information to determine content or category**

Final Disposition      Temporary

Item Status      Active

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      Cut off at end of fiscal year program was broadcast.

Retention Period      Destroy 12 year(s) after cutoff.

**Additional Information**

GAO Approval      Not Required

1.5

**Recordings Used in the Creation of Broadcast Programming.**

Disposition Authority Number      DAA-0517-2013-0002-0005

**Segments incorporated into broadcast records, includes licensed news programming, music, interviews, reports, and other segments used solely to create broadcast recordings**

Final Disposition      Temporary

Item Status      Active

	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy when no longer needed to produce programming.
	<b>Additional Information</b>	
	GAO Approval	Not Required
2	<b>Broadcast Logs</b>	
	Synopsis of broadcast prepared after presentation listing elements of the broadcast.	
2.1	<b>Broadcast Logs for Broadcast Recordings Scheduled as Permanent.</b>	
	Disposition Authority Number	DAA-0517-2013-0002-0006
	Final Disposition	Permanent
	Item Status	Active
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off end of fiscal year program was broadcast.
	Transfer to the National Archives for Accessioning	Transfer with associated broadcast recording.
	<b>Additional Information</b>	
	What will be the date span of the initial transfer of records to the National Archives?	From 1964 To 2013
	How frequently will your agency transfer these records to the National Archives?	Every 1 Years
2.2	<b>Broadcast Logs for Broadcast Recordings Scheduled as Temporary.</b>	
	Disposition Authority Number	DAA-0517-2013-0002-0007

Final Disposition	Temporary
Item Status	Active
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at end of fiscal year the program was broadcast.
Retention Period	Destroy with associated broadcast.
<b>Additional Information</b>	
GAO Approval	Not Required

3

**Social Media Records**

3.1

**Social Networking Site Records**

Disposition Authority Number      DAA-0517-2013-0002-0008

These records document VOA and OCB web-logs (blogs), micro blogs, Wikis, and other content published and accessed through various social media technologies.

Final Disposition	Temporary
Item Status	Active
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the fiscal year.
Retention Period	Destroy 5 year(s) after cutoff, or when no longer needed for business use.
<b>Additional Information</b>	
GAO Approval	Not Required



### 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
01/26/2015	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Division
01/27/2015	Submit For Certification	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
01/27/2015	Certify	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
05/14/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/29/2015	Submit For Certification	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
05/29/2015	Certify	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
07/23/2015	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services

07/24/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/24/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/27/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist