

## Request for Records Disposition Authority

Records Schedule Number DAA-0517-2015-0001  
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 Department-wide  
Schedule Subject Records of the International Broadcasting Bureau  
Internal agency concurrences will be provided No

### 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.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0517-2015-0001

Sequence Number	
1	<b>Editorials</b> Disposition Authority Number: DAA-0517-2015-0001-0001
2	<b>Management and Efficiency Reports</b> Disposition Authority Number: DAA-0517-2015-0001-0002
3	<b>Project Research Files</b> Disposition Authority Number: DAA-0517-2015-0001-0003
4	<b>Editorial Clearance Correspondence</b> Disposition Authority Number: DAA-0517-2015-0001-0006
5	<b>Public Service Announcements</b> Disposition Authority Number: DAA-0517-2015-0001-0007
6	<b>Director's Subject Files</b> Disposition Authority Number: DAA-0517-2015-0001-0008
7	<b>Program Review Files</b> Disposition Authority Number: DAA-0517-2015-0001-0004
8	<b>Editorial Transcripts</b> Disposition Authority Number: DAA-0517-2015-0001-0005

### Records Schedule Items

Sequence Number

1

**Editorials**

Disposition Authority Number      **DAA-0517-2015-0001-0001**

**U.S. policy editorials reflecting the views of the U.S. Government. Editorials are vetted by the State Department and broadcast on the various language services.**

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?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **No**

GRS or Superseded Authority Citation      **N1/306/94/1/1**

**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**

First year of records accumulation      **1999**

What will be the date span of the initial transfer of records to the National Archives?      **Unknown**

How frequently will your agency transfer these records to the National Archives?      **Unknown**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>500 MB</b>	<b>25 MB</b>
<b>Paper</b>		

Microform		
Hardcopy or Analog Special Media		

2

**Management and Efficiency Reports**

Disposition Authority Number      **DAA-0517-2015-0001-0002**

**Program reviews of how services are managing money, budget, travel and other aspects of financial administrative management.**

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 the end of the fiscal year.**

Retention Period                        **Destroy 3 year(s) after cutoff.**

**Additional Information**

GAO Approval                            **Not Required**

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**Project Research Files**

Disposition Authority Number      **DAA-0517-2015-0001-0003**

**Project case files and database containing statistical information on analyses of BBG programs and customer surveys. Also includes draft reports, presentations and briefings on findings, summaries of presentations, and associated email.**

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?      **Yes**

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Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Cut off at end of fiscal year.**

Retention Period **Destroy 5 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

**Editorial Clearance Correspondence**

Disposition Authority Number **DAA-0517-2015-0001-0006**

**Correspondence files documenting the process by which the State Department requests changes to draft editorials and approved final versions.**

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 **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**

First year of records accumulation **1992**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**

How frequently will your agency transfer these records to the National Archives? **Unknown**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		

Microform		
Hardcopy or Analog Special Media		

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**Public Service Announcements**

Disposition Authority Number      **DAA-0517-2015-0001-0007**

**Short announcements on international fugitives and abducted children. May include reward and contact information.**

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.**

Retention Period                         **Destroy 3 year(s) after cutoff.**

**Additional Information**

GAO Approval                              **Not Required**

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**Director's Subject Files**

Disposition Authority Number      **DAA-0517-2015-0001-0008**

**Records which document the Director's roles and responsibilities as head of IBB. Records include, but are not limited to correspondence, studies, reports, reviews, memorandums, and pertinent background materials**

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 Cutoff at end of fiscal year  
Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation 1999  
What will be the date span of the initial transfer of records to the National Archives? Unknown  
How frequently will your agency transfer these records to the National Archives? Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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**Program Review Files**

Disposition Authority Number DAA-0517-2015-0001-0004

Program reviews and working and reference materials collected and generated in creating such reviews. Program reviews consist of reports and studies concerning programing philosophy, audience profile, broadcast clocks, research reports, statistics analysis, and content and music analyses. Such reviews may also include analysis on information production quality, technical quality, relevance, uniqueness and engagement.

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? Yes



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Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at end of fiscal year
Retention Period	Destroy 3 year(s) after cutoff or when no longer needed for business use occurs, whichever is later
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Editorial Transcripts</b>	
Disposition Authority Number	DAA-0517-2015-0001-0005
<b>Translated and audio-visual copies of U.S. policy editorials reflecting the view of the U.S. Government</b>	
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
Retention Period	Destroy when no longer needed
<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
03/11/2016	Certify	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
04/26/2017	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
04/26/2017	Submit For Certification	Stephen McGinley	Special Assistant for Administration	Voice of America - International Broadcasting Bureau
05/02/2017	Certify	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
06/08/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
06/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist