

Request for Records Disposition Authority

Records Schedule Number DAA-0517-2016-0001
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 Office of the Secretariat
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.

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.

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 Martí and TV Martí. 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 Martí 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 |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 7 | 5 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0517-2016-0001

| Sequence Number | |
|-----------------|---|
| 1 | Office of Inspector General Audit Case Files-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0001 |
| 2 | Substantial Records for the International Broadcasting Bureau-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0002 |
| 3 | Transmitting Station Management Communications-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0003 |
| 4 | Substantial Organization and Management Files-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0004 |
| 5 | Routine Organization and Management Files-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0005 |
| 6 | Files of Committees and Working Groups-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0006 |
| 7 | United States Information Agency (USIA) Historical Collection-CLOSED Disposition Authority Number: DAA-0517-2016-0001-0007 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Office of Inspector General Audit Case Files-CLOSED</p> <p>Disposition Authority Number DAA-0517-2016-0001-0001</p> <p>Copies of 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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Office no longer exists, all records are in paper format</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year in which case is closed.</p> <p>Retention Period Destroy 8 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Substantial Records for the International Broadcasting Bureau-CLOSED</p> <p>Disposition Authority Number DAA-0517-2016-0001-0002</p> <p>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 populace 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, and Department Of State National Security Council.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> |

Is this item media neutral? No

Explanation of limitation Office no longer exists. All records are in paper format.

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 fiscal year 2013

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? Unknown

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

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 10 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

3

Transmitting Station Management Communications-CLOSED

Disposition Authority Number DAA-0517-2016-0001-0003

Records pertaining to the engineering, design, construction and equipment of radio stations and propagation. Includes records that cover policy, project plans, reports and statistics, design constructions, and research analysis and monitoring.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Office no longer exist, all records are in a paper format

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 fiscal year 2013

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? Unknown

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

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 5 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

4

Substantial Organization and Management Files-CLOSED

Disposition Authority Number DAA-0517-2016-0001-0004

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; the reorganization, restructuring, and reprogramming of U.S offices and departments, including delegation of authority and policies and procedures; and the establishment of organizational relationships with other agencies (interagency relations and coordination).

Final Disposition Permanent

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Office no longer exists, all records are in a paper format.**

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 fiscal year 2013**

Transfer to Inactive Storage **Transfer 15 years after cutoff**

Transfer to the National Archives for Accessioning **15 years after cutoff: Oct. 2028**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
No longer applies**

How frequently will your agency transfer these records to the National Archives? **Unknown
Records are no longer created.**

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 10 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

5

Routine Organization and Management Files-CLOSED

Disposition Authority Number **DAA-0517-2016-0001-0005**

Routine and administrative records relating to such actions as office moves, estimated costs, relocation plans, employee relocation, and furniture and building leases.

Final Disposition **Temporary**

| | | |
|---|---|---|
| | Item Status | Active |
| | Is this item media neutral? | No |
| | Explanation of limitation | Office no longer exists, all records are in a paper format. |
| | 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 final payment or cancellation. |
| | Retention Period | Destroy 6 year(s) after cutoff |
| | Additional Information | |
| | GAO Approval | Not Required |
| 6 | Files of Committees and Working Groups-CLOSED | |
| | Disposition Authority Number | DAA-0517-2016-0001-0006 |
| | Records of committees and working groups, including, but not limited to the Governance Committee, Strategy and Budget Committee, Communications Outreach Committee, and Broadcast Technology Steering Committee. Records include documents related to committee meetings, findings, reports, and resolutions. | |
| | Final Disposition | Permanent |
| | Item Status | Active |
| | Is this item media neutral? | No |
| | Explanation of limitation | Office no longer exists, all records are in a paper format. |
| | 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 fiscal year 2013 |
| | Transfer to Inactive Storage | 15 years after cutoff |
| | 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? **Unknown**

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

| | Estimated Current Volume | Annual Accumulation |
|----------------------------------|--------------------------|---------------------|
| Electronic/Digital | | |
| Paper | 3 Cubic feet | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

7

United States Information Agency (USIA) Historical Collection-CLOSED

Disposition Authority Number **DAA-0517-2016-0001-0007**

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

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This office no longer exists. All records are in paper format.**

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of this schedule.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1953 To 1994**

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

Unknown
Records are no longer created.

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

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 |
|------------|--------------------------|----------------------|---|---|
| 07/12/2016 | Certify | Christopher Luer | Management Analyst | Broadcasting Board of Governors - Broadcasting Board of Governors |
| 11/15/2017 | Return for Revision | Andrea Shahmohammadi | Appraisal Archivist | National Archives and Records Administration - Electronic and Special Media Records Services Division |
| 11/29/2017 | Submit For Certification | Stephen McGinley | Special Assistant for Administration | Voice of America - International Broadcasting Bureau |
| 12/01/2017 | Certify | Christopher Luer | Management Analyst | Broadcasting Board of Governors - Broadcasting Board of Governors |
| 12/06/2017 | Submit for Concurrence | Andrea Shahmohammadi | Appraisal Archivist | National Archives and Records Administration - Electronic and Special Media Records Services Division |
| 12/12/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/12/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/13/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |