

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

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 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.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 2

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

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

Item #	Title	Disposition
0001	Office of Inspector General Audit Case Files-CLOSED	Temporary
0002	Substantial Records for the International Broadcasting Bureau-CLOSED	Permanent
0003	Transmitting Station Management Communications-CLOSED	Permanent
0004	Substantial Organization and Management Files-CLOSED	Permanent
0005	Routine Organization and Management Files-CLOSED	Temporary
0006	Files of Committees and Working Groups-CLOSED	Permanent
0007	United States Information Agency (USIA) Historical Collection-CLOSED	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Records Schedule Items

DAA-0517-2016-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Office of Inspector General Audit Case Files-CLOSED	
Item Description	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.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which case is closed.	
Retention Period	Destroy 8 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0517-2016-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Substantial Records for the International Broadcasting Bureau-CLOSED	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Item Description	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.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of fiscal year 2013
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0517-2016-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Transmitting Station Management Communications-CLOSED
Item Description	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.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of fiscal year 2013
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0517-2016-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Substantial Organization and Management Files-CLOSED
Item Description	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).
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of fiscal year 2013
Are there multiple instructions for this item?	No
Transfer Instruction	Other: 15 years after cutoff: Oct. 2028

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0517-2016-0001-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Routine Organization and Management Files-CLOSED
Item Description	Routine and administrative records relating to such actions as office moves, estimated costs, relocation plans, employee relocation, and furniture and building leases.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the final payment or cancellation.
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0517-2016-0001-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Files of Committees and Working Groups-CLOSED
Item Description	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.
Is this item media neutral?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of fiscal year 2013
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0517-2016-0001-0007	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	United States Information Agency (USIA) Historical Collection-CLOSED
Item Description	Reports, memos, correspondence and other documentation containing research, strategy, and study on United States Information Agency (USIA) broadcasting that are of historical value.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because NARA accessioned the records. The Transfer Request number is TR-0517-2022-0001	
Final Disposition	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after approval of this schedule.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/1953 To: --/--/1994
Are any of the records covered by this item subject to a FOIA exemption?	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0517-2016-0001

Status: APPROVED
Date Approved: 12/13/2017

Signatory Information

Action	User	Date
Approve	David Ferriero	12/13/2017