

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0517-2017-0002

## Request for Records Disposition Authority

Records Schedule Number DAA-0517-2017-0002  
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 Department-wide  
Schedule Subject Records of the IBB  
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

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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
0	0	0	8

## GAO Approval

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## Outline of Records Schedule Items for DAA-0517-2017-0002

Sequence Number	
1	Editorials Disposition Authority Number: DAA-0517-2017-0002-0001
2	Management and Efficiency Reports Disposition Authority Number: DAA-0517-2017-0002-0002
3	Project Research Files Disposition Authority Number: DAA-0517-2017-0002-0003
4	Program Review Files
4.1	Program Review Files Disposition Authority Number: DAA-0517-2017-0002-0004
5	Editorial Clearance Correspondence Disposition Authority Number: DAA-0517-2017-0002-0005
6	Public Service Announcements Disposition Authority Number: DAA-0517-2017-0002-0006
7	Editorial Transcripts Disposition Authority Number: DAA-0517-2017-0002-0007
8	Director's Subject Files Disposition Authority Number: DAA-0517-2017-0002-0008

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## Records Schedule Items

Sequence Number							
1	<p><b>Editorials</b></p> <p>Disposition Authority Number      DAA-0517-2017-0002-0001</p> <p>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.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          Yes</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>GRS or Superseded Authority Citation      N1/306/94/1/1</p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply      Electronic Records</p> <p>Cutoff Instruction                      Cut off at end of the fiscal year.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning      Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>First year of records accumulation      1999</p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1999 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown Unknown</p> <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td>500 MB</td><td>25 MB</td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	500 MB	25 MB
	Estimated Current Volume	Annual Accumulation					
Electronic/Digital	500 MB	25 MB					

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Paper		
Microform		
Hardcopy or Analog Special Media		

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## Management and Efficiency Reports

Disposition Authority Number      DAA-0517-2017-0002-0002

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

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                      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-0517-2017-0002-0003

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                              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?      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	Cut off at end of fiscal year.
	Retention Period	Destroy 5 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
4	<b>Program Review Files</b>	
	Annual program reviews consisting of reports and studies concerning programming philosophy, audience profile, broadcast clocks, research reports, statistical analysis, and content and music analysis. May also included information production quality, technical quality, relevance, uniqueness, and engagement. Reviews are submitted to the director of IBB.	
4.1	<b>Program Review Files</b>	
	Disposition Authority Number	DAA-0517-2017-0002-0004
	Program reviews and working and reference materials collected and generated in creating such reviews. Program reviews consist of reports and studies concerning programming philosophy, audience profile, broadcast clocks, research reports, statistical 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	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?	Yes
	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, whichever is later
	<b>Additional Information</b>	

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5	GAO Approval	Not Required
	<b>Editorial Clearance Correspondence</b>	
	Disposition Authority Number	DAA-0517-2017-0002-0005
	Correspondence files documenting the process by which the State Department requests changes to draft editorials and approved final versions.	
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy when no longer need
	<b>Additional Information</b>	
	GAO Approval	Not Required
6	<b>Public Service Announcements</b>	
	Disposition Authority Number	DAA-0517-2017-0002-0006
	Short announcements on international fugitives and abducted children. May include reward and contact information.	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of fiscal year.
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
7	<b>Editorial Transcripts</b>	
	Disposition Authority Number	DAA-0517-2017-0002-0007

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8	Translated and audio-visual copies of U.S. Policy editorial reflecting the view of the U.S. Goevernment	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	Director's Subject Files	
	Disposition Authority Number	DAA-0517-2017-0002-0008
	Records which document the Director's roles and responsibility as head of IBB. Records include, but not limited to correspondence, studies, reports, reviews, memorandums, and pertinent background materials	
	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?	Yes
Do any of the records covered by this item exist as structured electronic data?	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		

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What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2015

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

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

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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
04/25/2017	Certify	Christopher Luer	Management Analyst	Broadcasting Board of Governors - Broadcasting Board of Governors
09/12/2018	Return Without Action	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Records Management Office

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