**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>The Office of Public Affairs</strong></td>
</tr>
<tr>
<td></td>
<td>The Office of Public Affairs plans and conducts a comprehensive public affairs program for IBB and its component broadcasters. Serves as spokesperson to the media, drafting, editing and graphic designs as well as photography for printed and web-based information. Maintains contact with U.S. and overseas media organizations to explain the broadcasters' missions and their coverage of news events around the world.</td>
</tr>
<tr>
<td></td>
<td>In the News Leaflet – News leaflet created from articles of various sources, i.e., newspapers, magazines, etc., all with reference to the Broadcasting Board of Governors, its components broadcasters, and international broadcasting in general. Only BBG employees use this leaflet.</td>
</tr>
<tr>
<td></td>
<td><strong>DISPOSITION AUTHORITY:</strong> Destroy when 6 months old or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**JOB NUMBER**

N1-517-05-1

**Date received**

5/3/05

**TO**

NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**1. FROM (Agency or establishment)**

Broadcasting Board of Governors

**2. MAJOR SUBDIVISION**

Office of the Associate Director for Program Support

**3. MINOR SUBDIVISION**

Office of Public Affairs

**4. NAME OF PERSON WITH WHOM TO CONFER**

Cathy A. Brown

**5. TELEPHONE NUMBER**

(202) 203-4664

**6. 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 on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

<table>
<thead>
<tr>
<th>☒</th>
<th>☐</th>
<th>☐</th>
</tr>
</thead>
</table>

**DATE**

3/15/05

**SIGNATURE OF AGENCY REPRESENTATIVE**

Cathy A. Brown

**TITLE**

Records Officer

**7. ITEM NO.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

**9. GRS OR SUPERSEDED JOB CITATION**

**10. ACTION TAKEN**

(NARA USE ONLY)

**PREVIOUS EDITION NOT USABLE**

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
REQUEST FOR RECORDS DISPOSITION AUTHORITY CONTINUED


Electronic copies of records that are created on electronic mail and work processing systems and used solely to generate a recordkeeping copy of the records covered by the other item(s) in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made.

**DISPOSITION AUTHORITY:** Destroy/delete within 180 day after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**DISPOSITION AUTHORITY:** Destroy/delete when dissemination, revision, or updating is complete.

Concurrences:

Joseph O'Connell  
Director  
Office of Public Affairs  

Gary Thatcher  
Associate Director  
Office of Program Support  

Carol Booker  
General Counsel  
Office of the General Counsel

3/17/05  
Date

3/18/05  
Date

4-5-2005  
Date