

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-517-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/3/05</i>	
1. FROM (Agency or establishment) Broadcasting Board of Governors		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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	DATE <i>3/15/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Winters</i>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/15/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE Cathy A. Brown <i>Cathy A. Brown</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	The Office of Public Affairs 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. 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. <u>DISPOSITION AUTHORITY:</u> Destroy when 6 months old or when no longer needed, whichever is sooner.		

SA 8/15/05 copy sent to Agency

REQUEST FOR RECORDS DISPOSITION AUTHORITY CONTINUED

2. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word 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.

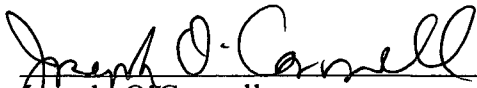
- a. Copies that have no further administrative value after the recordkeeping copy is made.

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

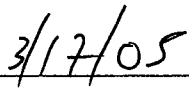
- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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

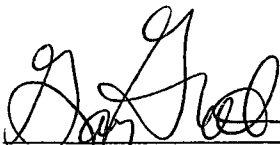
Concurrences:



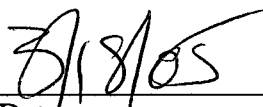
Joseph O'Connell
Director
Office of Public Affairs



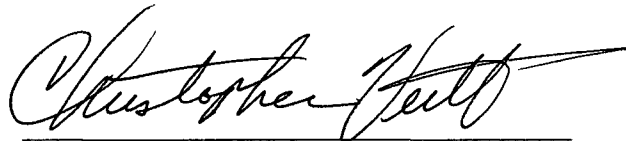
Date




Gary Thatcher
Associate Director
Office of Program Support



Date



for Carol Booker
General Counsel
Office of the General Counsel



Date