

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-517-93-2</i>	DATE RECEIVED <i>3-22-93</i>
1. FROM (Agency or establishment) <b>BOARD FOR INTERNATIONAL BROADCASTING</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Kay Answorth</i>	5. TELEPHONE <i>254-8040</i>	DATE <i>4/13/93</i>	FOR ARCHIVIST OF THE UNITED STATES <i>James Moore</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 ___ page(s) are not now needed for the business of 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>3/9/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kay Answorth</i>	TITLE <i>Administrative Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;"><b><u>ADMINISTRATIVE MANAGER</u></b></p> <p><u>Subject Files.</u> Arranged by subject filing system. Correspondence, memorandums, reports, telegrams, and other material. Files relate to administrative support of the Board.</p> <p>Destroy when 5 years old, or when no longer needed, whichever is sooner, except for <b>Official Personnel Folders</b>, filed under PER. OPFs should be handled as required by GRS 1, Item 1.</p>	<i>NI-517-92-1 Item 9</i>	