**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment)**  
BOARD FOR INTERNATIONAL BROADCASTING

2. **MAJOR SUBDIVISION**

3. **MINOR SUBDIVISION**

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

5. **TELEPHONE**  
254-8040

**LEAVE BLANK (NARA use only)**

**JOB NUMBER**  
N1-517-93-2

**DATE RECEIVED**  
3-22-93

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DATE**  
4/13/93

**ARCHivist OF THE UNITED STATES**  
James D. Moore

**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 now not 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,

- [ ] is not required;  
- [ ] is attached; or  
- [ ] has been requested.

**DATE**  
3/9/93

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Kay Answorthy

**TITLE**  
Administrative Officer

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**ADMINISTRATIVE MANAGER**

1. **Subject Files.** Arranged by subject filing system. Correspondence, memorandums, reports, telegrams, and other material. Files relate to administrative support of the Board.

   Destroy when 5 years old, or when no longer needed, whichever is sooner, except for **Official Personnel Folders**, filed under PER. OPFs should be handled as required by GRS 1, Item 1.

**INDEX**

**ITEM NO.**  
1

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
Subject Files.

**9. GRS OR SUPERSEDED JOB CITATION**  
N1-517-92-1

**10. ACTION TAKEN (NARA USE ONLY)**  
Item 9