

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-86-6

DATE RECEIVED

8-15-86

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U. S. Information Agency

2. MAJOR SUBDIVISION

Television and Film Service

3. MINOR SUBDIVISION

Lab Services Quality Control Branch

4. NAME OF PERSON WITH WHOM TO CONFER

John E. Davenport

5. TELEPHONE EXT.

485-7505

DATE

SIGNATURE OF THE UNITED STATES
NOT REQUIRED FOR REMOVAL OF
RECORDS

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of TWO 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

8/13/86

C. SIGNATURE OF AGENCY REPRESENTATIVE

John E. Davenport

D. TITLE

Chief, M/ASP
Records Management Staff

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

WORLDNET DAILY FEEDS

Worldnet Daily Feeds is a two-hour news and information satellite package. Produced daily (M-F), it presents USIA's image of America to a world-wide audience.

1. 3/4" videocassette tapes of Daily Feeds.

a. Master Copies.

DISPOSITION: Permanent. Offer to National Archives when 1 year old.

Volume on hand: 520 tapes.
Annual accumulation: 520 tapes.

b. Duplicate Copies.

DISPOSITION: Degauss and re-use when 2 years old or when no longer needed; whichever is sooner.

3 items

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Menus. - Produced daily; lists the contents of each videocassette tape.</p> <p><u>DISPOSITION:</u> Permanent. Offer to National Archives with related videocassette tapes.</p> <p>Volume on hand: Less than 1 cubic foot (240 copies). Annual accumulation: Less than 1 cubic foot (240 copies).</p>		
3.	<p>TV Guides - Produced weekly. Gives a general description of upcoming programs.</p> <p><u>DISPOSITION:</u> Permanent. Offer to National Archives with related videocassette tapes.</p> <p>Volume on hand: Less than 1 cubic foot (52 copies). Annual accumulation: Less than 1 cubic foot (52 copies).</p>		