

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-87-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/6/2021

## **ACTIVE ITEMS**



These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by N1-306-95-007, item 1a.  
Item 3 is superseded by N1-306-95-007, item 3.  
Item 7 is superseded by N1-306-95-007, item 7.  
Item 8 is superseded by N1-306-95-007, item 8.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK JOB NO. <b>N1-306-87-7</b>		
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED <b>4/25/88</b>		
1. FROM (Agency or establishment) <b>UNITED STATES INFORMATION AGENCY</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.		
2. MAJOR SUBDIVISION <b>OFFICE OF THE GENERAL COUNSEL</b>				
3. MINOR SUBDIVISION				
4. NAME OF PERSON WITH WHOM TO CONFER  <b>Retta H. Graham-Hall</b>		5. TELEPHONE EXT.  <b>485-7501</b>	DATE <b>5/2/88</b>	ARCHIVIST OF THE UNITED STATES 
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 <u>3</u> 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: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.				
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE  <b>Thomas H. Connor</b>	D. TITLE  <b>Acting, Records Officer</b>		
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)
1.	<b>GENERAL LEGAL FILES.</b> Arranged by subject. Correspondence, reports, memorandums, memorandums of conversation, weekly reports to the Director, and other material relating to international cultural agreements, agreements pertaining to Voice of America (VOA) radio relay radio stations, records relating to educational and cultural affairs, VOA programs, TV and Film, clearances, waiver reviews, and other legal matters.  Volume on hand: 14 feet Annual accumulation: 1 foot  PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 5 years old. Transfer to National Archives in 5 year blocks when 20 years old.			
2.	<del> <b>OFFICE ADMINISTRATION FILES.</b> Correspondence, workload reports, travel reports, personnel actions, and other material relating to the running of the office.           Destroy when 2 years old or when no longer needed, whichever is sooner.       </del>		<b>GRS 23</b> <b>Item 1</b>	

*NCF, NNR Agency copies sent 5/6/88*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 2 OF 3
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)
3.	<p><u>GENERAL COUNSEL CASE FILES.</u> Records relating to litigation, contracts, tort claims, appeals, foreign cases, civil cases, conflicts of interest, immunity from prosecution, cultural agreements, and other cases.</p> <p>Volume on hand: 173 feet Annual accumulation: 16 feet</p> <p>a. Precedent and policy setting cases as selected by the Office of the General Counsel.</p> <p>PERMANENT. Transfer to WNRC when 10 years old. Transfer to National Archives in 5 year blocks when 20 years old.</p> <p>b. All other cases.</p> <p>Destroy when 10 years old.</p>		
4.	<p><del><u>EXECUTIVE FINANCIAL DISCLOSURE STATEMENTS.</u> Agency copies of OP 106-7 and SF-278.</del></p> <p><del>Destroy when 6 years old, except that documents needed for ongoing investigations will be retained until no longer needed in the investigation.</del></p>	GRS 1 Item 25 (a)(2)	
5.	<p><u>RIGHTS CLEARANCE FILES (Non-U.S.I.A. material).</u> Correspondence, memorandums, reports, telegrams, and other material relating to U.S.I.A. use and authorization for use of copyrighted material.</p> <p>Volume: 35 feet Annual accumulation: 4 feet</p> <p>PERMANENT. Cut off at end of calendar year. Transfer to WNRC when 10 years old. Transfer to National Archives when 20 years old in 5 year blocks.</p>		
6.	<p><u>RIGHTS CLEARANCE FILES (U.S.I.A. material).</u> Copyright clearances for U.S.I.A. films.</p> <p>Apply disposition of the related film or tape.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 3 OF 3
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)
7.	<p><u>PROGRAM DESIGNATION FILES.</u> Correspondence, data sheets, telegrams, copies of diplomatic notes, memorandums, recommendations, and certificates of eligibility for individuals who come to the United States as exchange visitors.</p> <p>Current files to remain available in office through life of program covered or until relevant data is stored electronically, whichever is sooner. Cancelled program files to be destroyed when 3 years old.</p>		
8.	<p><u>WAIVER FILES.</u> Correspondence, memorandums, applications for waivers, and other material relating to applications for waivers, accepted waivers, and rejected waivers.</p> <p>Files to remain in office for 5 years or until relevant data may be stored electronically, whichever is sooner. Transfer paper files to WNRC when 5 years old. Destroy when 10 years old.</p> <p>Clearance:</p> <p><u>Lorie J. Nierenberg</u>      <u>4/21/88</u>  Lorie J. Nierenberg  Office of the General Counsel, (GC)      Date</p> <p><u>R. Wallace Stuart</u>      <u>4/21/88</u>  R. Wallace Stuart  Acting, General Counsel  Office of the General Counsel, (GC)      Date</p>		