

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				JOB NO N1-306-88-3	
				DATE RECEIVED 4/7/88 [10/1/88 rec'd]	
1 FROM (Agency or establishment) United States Information Agency				NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Programs				In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. <i>adby</i>	
3 MINOR SUBDIVISION Associate Director and Deputy Associate Director					
4 NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall		5 TELEPHONE EXT 485-7480			
				DATE 12/30/88	ARCHIVIST OF THE UNITED STATES <i>Claudia L. Linton</i>
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 9-28-88		C SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Lee Humbert</i>		D TITLE A. Lee Humbert Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	<p style="text-align: center;"><u>OFFICE OF THE ASSOCIATE DIRECTOR AND DEPUTY ASSOCIATE DIRECTOR</u></p> <p>NOTE: Records that are common to most offices are included at the end of this schedule.</p> <p>BUREAU OF PROGRAMS SUBJECT FILES -</p> <p style="margin-left: 20px;">a. Paper files containing information relating to the activities, functions, duties, projects, and responsibilities of the Associate Director, Deputy Associate Director, and other high-level Bureau of Programs officials. Includes reports (including project and weekly), correspondence, memoranda, telegrams, and other material.</p> <p>DISPOSITION: PERMANENT. Retire all files. Cut off at the end of the calendar/fiscal year. Retire to WNRC when three years old. Transfer to the National Archives in 5 year blocks when the latest records are 25 years old, e.g. 1985-1990, in 2015.</p>				

b. Duplicate files on floppy disk, diskettes, or mini floppies, of the Associate Director's outgoing memoranda and correspondence, filed by year and by subject. Does not contain incoming correspondence or any related material.

DISPOSITION: Destroy when 5 years old or when no longer needed, whichever is sooner.

GRS 23/2a

Volume on hand: 30 c.f. (paper records)
Annual accumulation: 10 c.f.

2. OFFICE ADMINISTRATION FILES - Records accumulated by other individual offices that relate to the internal administration or housekeeping activities of the Bureau rather than the functions for which it exists. In general, these records relate to the day-to-day administration of the office and include such areas as training and travel, staffing procedures, supplies and office services, equipment requests and receipts, use of office space, and other such materials that do not serve as official documentation of the programs of the office.

DISPOSITION: Break file at end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner.

3. PERSONNEL FILES - Duplicate documentation of personnel files maintained outside Personnel Offices.

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee upon separation or transfer, or when one year old, whichever is sooner. (GRS 1, Item 18a)

4. WORKING PAPERS AND BACKGROUND MATERIAL - Project background records, such as studies, notes, drafts, or interim reports. (NOTE: Final reports and studies should be filed in the Bureau of Programs, Associate Administrator's Subject Files which are primary program record and are permanent).

DISPOSITION: Destroy 6 months after final action on project report or three years after completion of report if no final action is taken.

5. Chronological Files - Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.

DISPOSITION: Destroy when purpose has been served (usually 1 year).

CLEARANCES:

Katherine P. Super

Katherine P. Super, P
Special Project Officer

Lorie J. Nierenberg

Lorie J. Nierenberg, GC
Assistant General Counsel