

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-306-88-8

DATE RECEIVED

4-7-88

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

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Bureau of Programs

3. MINOR SUBDIVISION

Foreign Press Centers

4. NAME OF PERSON WITH WHOM TO CONFER

Retta Graham-Hall

5. TELEPHONE EXT.

485-7501

DATE

12/21/88

ARCHIVIST OF THE UNITED STATES

Claudine Hecker

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 3 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 <u>3/21/88</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas W. Connor</i> Thomas Connor	D. TITLE Acting, Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;"><u>FOREIGN PRESS CENTERS</u></p> <p>NOTE: Records that are common to most offices are included at the end of this schedule.</p> <p>1. Wireless File - Used to prepare press wireless releases regarding defense issues. DISPOSITION: Break file annually. Destroy when 3 years old.</p> <p>2. File on Foreign Correspondents in the United States. DISPOSITION: Transfer to inactive file when correspondent leaves the United States. Destroy three years after departure. (NC1-306-80-4, Item 1).</p>		

*Copies Sent to Agency
MAY 1-3-89*

- 3. Correspondence with Foreign Correspondents.

DISPOSITION: Break file annually.
 Destroy three years after break.
 (NCl-306-80-4, Item 2).

- 4. Office Administration Files - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services, and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other 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. (NCl-306-80-4, Item 3).

- ~~5. Personnel Files - Duplicate documentation of personnel files maintained outside Personnel Offices.~~

GRS1 ITEM 18

~~DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.~~

- 6. Working Papers and Background Material - Project background records, such as studies, analyses, notes, drafts, and interim reports.

DISPOSITION: Destroy 6 months after

final action on project report or 3 years after completion of report if no final action is taken.

7. 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).

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-306-88-8

ITEM COUNT
4

SUMMARY

The United States Information Agency wishes to schedule records maintained by its Foreign Press Centers. None of the records covered by this job are of permanent value, and NNT has informally concurred in their destruction. NARA should approve this job as written.

RECOMMENDATION

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.

- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.

- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.

- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not Required. Required - Publication Date: *10/4/88*
 Copies Requested: *0*
 Comments Received: *0*

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRaisal	APPRaiser	<i>Mari J. Russell</i>	<i>12/16/88</i>
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	<i>12/16/88</i>
CONCURRENCES	<i>NNT</i>	<i>Genevieve D. Phyllips</i>	<i>12-21-88</i>

National Archives



Washington, DC 20408

Date : December 14, 1988

Reply to
Attn of : NNT

Subject : N1-306-88-8

To : NIRC ~~M~~

NNT concurs with Marvin Russell's recommendations regarding the scheduling of records of USIA's Foreign Press Center.

GERALDINE N. PHILLIPS
Director
Textual Projects Division

National Archives



Washington, DC 20409

Date : September 27, 1988
Reply to
Attn of : NNFG (cfd)
Subject : Formal comments on N1-306-88-8
To : NNF thru NNFG *cd*

I concur with Marvin Russell's comments on this schedule for records of USIA's Foreign Press Center.

CHARLES F. DOWNS II
General Branch
Civil Archives Division

National Archives



JK 9/16/88
Washington, DC 20408

Date : September 15, 1988
Reply to :
Attn of : Marvin F. Russell, NIRM
Subject : Appraisal of records covered by N1-306-88-8
To : Director, NIRM

The United States Information Agency wishes to schedule records maintained by the Foreign Press Centers of the USIA Bureau of Programs. Three items cover records which have already been declared disposable by NC1-306-80-4. The other items cover office files of no historical value and are all disposable.

Item 1 covers duplicate copies of State Department telegrams, miscellaneous correspondence, and other material used in preparing press releases. None of this material contains unique or original information nor does it document specific government programs.

The records described in items 2 and 3 have not changed since 1980, and no alteration in the decision made in NC1-306-80-4 is warranted. USIA wishes to reduce the retention period of item 4 from 3 years to 2 years or less. This item covers subject files dealing with budget and other housekeeping activities, and the 2 year period will be adequate for USIA needs.

Items 5-7 are routine administrative files. Many of the individual documents examined during my inspection of their files were disposable under the GRS or as non-record material. Item 6 covers files held by individual writers which contain copies of State Department telegrams, other duplicate source material, and drafts. Item 7 includes copies of weekly highlight reports to the associate director of the Bureau of Programs which will be permanent under the schedule for his office (N1-306-88-3).

NARA should approve this job as submitted.

Marvin F. Russell

MARVIN F. RUSSELL
Military Appraisal Branch
Records Appraisal
and Disposition Division

Enclosures Doc. 306^88^8