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successors of "Worldwide Treatment of Current Issues" and are covered under schedule NC-306-76-1 dated 9/22/75.		NOTE: Records that are common to most offices are listed at the end this schedule. Foreign Press/Media Reaction Files contains reports, summary of reactions, current events, news headings. DISPOSITION: Destroy when 3 years old. Media Reaction Documentation - including "Daily Digest of Foreign Media Reaction," "Special Report," "Magazine Report," and "Early Report." These documents are the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and are covered up the successors of "Worldwide Treatment Current Issues" and "Early	s - s t of				

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DISPOSITION: (A) PERMANENT. One record copy; offer to National Archives when 30 years old in 5-year blocks.

(B) All other copies - Destroy when of no further reference value.

Volume on hand: 16 cubic feet Annual accumulation: 2 cubic feet

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 indluding 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.

GRS 23 ITEMI

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

Personnel Files - Duplicate decumentation of personnel files maintained outside Personnel Offices.

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.

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5. 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.

6. 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).