

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-306-88-9

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

Media Reaction

4. NAME OF PERSON WITH WHOM TO CONFER

Retta Graham-Hall

5. TELEPHONE EXT.

485-7501

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE

12/29/88

ARCHIVIST OF THE UNITED STATES

Christine Hecker

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

3/21/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

Thomas H. Connor

Thomas Connor

D. TITLE

Acting, 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SUPERSEDED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)

MEDIA REACTION

NOTE: Records that are common to most offices are listed at the end of this schedule.

1. Foreign Press/Media Reaction Files - contains reports, summary of reactions, current events, news headings.

DISPOSITION: Destroy when 3 years old.

2. 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 of Current Issues" and are covered under schedule NC-306-76-1 dated 9/22/75.

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

3 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.

GAS 23 ITEM 1

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

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

GAS 1 ITEM 18

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.

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).