

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-88-13

DATE RECEIVED

9/29/88

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Office of the Director

3. MINOR SUBDIVISION

Executive Secretariat

4. NAME OF PERSON WITH WHOM TO CONFER

Retta Graham-Hall/Margaret Pape

5. TELEPHONE EXT.

485-7480

DATE

12/19/88

ARCHIVIST OF THE UNITED STATES

*[Signature]*

## 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 \_\_\_\_\_ 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

8-29-88

C. SIGNATURE OF AGENCY REPRESENTATIVE

*A. Lee Humbert*

D. TITLE

A. Lee Humbert  
Records Management 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SUPERSEDED  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.

Calendar of Upcoming Events (CUE Reports) -

Contains upcoming appointments, schedules, logs, trips, visits, and other activities. These reports contain substantive information relating to the official activities of high level officials, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.

DISPOSITION: Permanent. Transfer to WNRC when 2 years old. Transfer to National Archives when 20 years old in 5-year blocks.

Volume on hand: .25 cubic feet  
Annual accumulation: .145 cubic feet

2.

Suspense files -

Contains correspondence arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

DISPOSITION: Transfer to Secretariat when 3 months old to be incorporated into Secretariat files.

3. Tracking & Control Records -

Contains logs, registers, and other records in hard or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF-115.

DISPOSITION: Delete when 1 year old or when no longer needed.  
(GRS 23, item 8.)

GRS 23,  
Item 8

4. Executive Committee File and Conference Files -

Contain brief informal memorandums reporting on subjects discussed in the Executive Committee meeting between the Director and senior Agency officials.

DISPOSITION: Permanent. Transfer to WNRC when 2 years old. Transfer to National Archives when 20 years old in 5-year blocks.

Volume on hand: .875 cubic foot  
Annual accumulation: .4371 cubic foot

5. Subject Files -

Copies of correspondence, memorandums, reports, and other material, the originals of which are filed in the Secretariat Staff (D/SS), relating to USIA work and activities.

DISPOSITION: Destroy when 2 years old or no longer needed, whichever is later.

6. General Correspondence -

Contains copies of memcons, briefings, tasking memos, notes, and interagency meeting groups etc.

DISPOSITION: Dispose of when 3 months old or no longer needed whichever is sooner.

Administrative Office

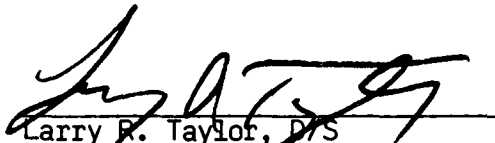
7. Administrative Records -

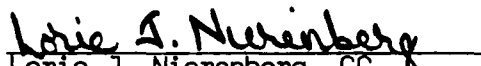
Records accumulated by the Administrative Office relating to internal administration and housekeeping activities. These records relate to office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers, day-to-day administration of office personnel including 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: Destroy when 2 years old or when no longer needed, whichever is sooner. (GRS 23, item 1)

GRS 23,  
Item 1

CLEARANCES:

  
Larry R. Taylor, D/S  
Executive Secretary

  
Lorie J. Nierenberg, GC  
Office of the General Counsel