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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			LEAVE BLANK			
			N1-306-88-16			
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408			DATE RECEIVED 6 - 7-88			
I. FROM (Agency or establishment) United States Information Agency			NOTIFICATION TO AGENCY			
Office of the Director			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 provided to the control of the provided to the control of the control			
dent's U.SSoviet Exchange Initiat	ive					
Retta Graham-Hall/Margaret G. Pape  5. TELEPHONE EXT. 485-7480			DATE ARCHIVIST OF THE UNITED STATES			
ords proposed for disposal in this Request of will not be needed after the retention period Office, if required under the provisions of Tocurrence: is attached; or is unnecessal.	fds specified; itle 8 of the	page(s and GAO	are not no that written Manual for	w need concu	led for the bu urrence from	siness of this the General
				fficer		
8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)					9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
Exchange Initiative -  Files containing information rel functions, duties, and responsible bureau officials. Includes repo memoranda, telegrams, and other  DISPOSITION: PERMANENT. Cut of calendar year. Transfer to WNRO	lating to cilities of correst correst material.  If at the correst when 3 years	the a f hig espor end o	activities ph-level adence, of the old.	<b>,</b>		
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(See Instructions on reverse)  L SERVICES ADMINISTRATION AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 2  Yor establishment; of States Information Agency  STUTISION THE DIRECTOR  STUTISION THE BOOK OF THE METABLE  RESON WITH WHOM TO CONFER Graham—Hall/Margaret G. Pape  STELEPHONE THE ARSON WITH WHOM TO CONFER Graham—Hall/Margaret G. Pape  STELEPHONE THE ARSON WITH WHOM TO CONFER Graham—Hall/Margaret G. Pape  STELEPHONE THE ARSON WITH WHOM TO CONFER Graham—Hall/Margaret G. Pape  STELEPHONE THE ARSON WITH WHOM TO CONFER Graham—Hall/Margaret G. Pape  STELEPHONE THE ARSON WITH WHOM TO CONFER GRAHAM—Hall/Margaret G. 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DESCRIPTION OF ITEM  (With Includes Dates or Retention Periods)  Files of the Coordinator - President's U.SSc  Exchange Initiative -  Files containing information relating to the afunctions, duties, and responsibilities of high bureau officials. Includes reports, corresponmemoranda, telegrams, and other material.  DISPOSITION: PERMANENT. Cut off at the end of calendar year. Transfer to WNRC when 3 years  Transfer to the National Archives when 25 year in 5-year blocks.  Volume on hand: 2 1/2 c.f.  Annual accumulation: 1 c.f.	(See Instructions on reverse)  L SERVICES ADMINISTRATION LL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  A States Information Agency  States Information Agency  Of the Director  William of the Coordinator of Title 8 of the GAO Manual for the Director of Title 8 of the GAO Manual for the Director of the Director of Title 8 of the GAO Manual for the Director of the Director of Title 8 of the GAO Manual for Director of the Director of the Director of Title 8 of the GAO Manual for Director of the Director of Title 8 of the GAO Manual for Director of the Director of Title 8 of the GAO Manual for Director of the Director of Title 8 of the GAO Manual for Director of the Director of Title 8 of the GAO Manual for Direc	(See Instructions on reverse)  L SERVICES ADMINISTRATION LL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  OF STATES Information Agency  OF STATES Information Agency  OF STATES Information Agency  In accordance with the disposal request, in except for items that approved or "withdra are proceed" or "withdra are proceed for disposal required. So are page(s) are not now need in the disposal required. So are page(s) are not now need in the disposal required are proceed for disposal in this Request of page(s) are not now need in the disposal required under the provisions of Title 8 of the GAO Manual for Guidar Currence: statached; or summercessary.  C. SIGNATURE OF AGENCY REPRESENTATIVE  A. Lee Humbert  Records Management O  S. DESCRIPTION OF ITEM  (With Inclusive Dates of Retention Periods)  Files of the Coordinator - President's U.SSoviet  Exchange Initiative  Files of the Coordinator reports, correspondence, memoranda, telegrams, and other material.  DISPOSITION: PERMANENT. Cut off at the end of the calendar ye	SERVICES ADMINISTRATION LI ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  I. SERVICES ADMINISTRATION LI ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408  NOTIFICATION TO AGEN  To enable the disposal request, including amendation and convergence with the provisions of the disposal request, including amendation are proposed for disposal, the signature of credition and the disposal request, including amendation are proposed for disposal, the signature of credition and the disposal interest of the page of the disposal interest of the disposal interest of the page of the disposal interest of the disposal of the agent of the page of the

#### 2. Information Requests Files -

Requests for publication and general correspondence to include information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.

DISPOSITION: Destroy when 3 months old.

## Chronological Files -

Contains chronological or reading files of correspondence, cables, memoranda, and action requests maintained at the Coordinator level for the entire President's U.S.-Soviet Exchange Initiative. (Excludes individual staff members and project officers' files maintained for convenience purposes only.)

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.

Volume on hand: 2 1/2 c.f. Annual accumulation: 1 c.f.

#### 4. Program and Project Subject Files -

Memoranda, reports, corresondence, incoming and outgoing telegrams, press releases, transcripts of interviews, minutes of meetings, speeches, and other material relating to the programs, policies, and activities of the President's U.S.-Soviet Exchange Initiative. Records cover projects and other activities in the areas of health, sports, youth exchange, performing arts, delegations, trips/visits, education, exhibits, film/publications, TV/radio, citizen exchange, agreements, and other areas.

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to the National Archives when 25 years old in 5-year blocks.

Volume on hand: 5 1/2 c.f. Annual accumulation: 2 c.f.

# 5. Working Papers -

Contains project background records, such as studies, analyses, notes, drafts, and interim reports.

DISPOSITION: Destroy 5 months after final action on project report or 3 years after completion of report if no final action is taken.

### 6. Weekly/Monthly Reports to the Director -

Contains reference copies of D/R's reports to the Director of USIA.

DISPOSITION: Destroy when 3 years old.

### 7. Duplicate Documentation and Personnel Files -

Contains duplicate documentation and 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.

GRS 1, Item 18a

# 8. Schedules of Daily Activities -

Calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Coordinator, U.S.-Soviet Exchange Initiative, USIA and his/her special assistants, executive assistants, staff assistants, confidential assistants, etc. while serving in an official capacity. Materials determined to be "personal papers" are not covered by this item.

(a) Records containing substantive information the substance of which has not been incorporated into memoranda, reports, correspondence, or other official records.

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Transfer to WNRC when 3 years old. Transfer to NARA when 25 years old in 5-year blocks.

(b) Records containing routine non-substantive information such as simple lists of dates, times, and name or place of appointments.

DISPOSITION. Destroy at end of incumbency.

# Office Administrative Subject Files -

Contains memoranda, corresondence, purchase orders, and other material relating to the operation and administration of the office.

DISPOSITION: Cut off at the end of the calendar year. Destroy when 2 years old or when no longer needed, whichever is sooner.

GRS 23, Item 1

#### Clearances:

Larry R. Taylor Executive Secretary

Gregory Seroff
President's U.S.-Soviet
Exchange Initiative

Lorie J. Nierenberg
Office of the General Counsel