

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. Information Agency

2. MAJOR SUBDIVISION

Bureau of Educational and Cultural Affairs

3. MINOR SUBDIVISION

Office of Cultural Centers and Resources

4. NAME OF PERSON WITH WHOM TO CONFER

Cathy A. Brown

5. TELEPHONE

(202) 619-5501

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-306-89-10

DATE RECEIVED

12/18/91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

12/27/91

ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 20 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

12/13/91

SIGNATURE OF AGENCY REPRESENTATIVE

Thomas H. Connor

TITLE

Deputy Chief, Domestic Support Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Office of the Director and Deputy Director</p> <p><u>OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR</u></p> <p>Administration Files - These files include reports, correspondence, memoranda, telegrams, and responsibilities of the cultural centers. Includes reports, correspondence, memoranda briefing materials, minutes of meetings, and other material relating to the policies, plans, and activities of E/C.</p> <p>DISPOSITION: PERMANENT. Break file annually. Retire to WNRC when three years old. Transfer to the National Archives when 25 years old in 5-year blocks.</p> <p>Volume on Hand: 8 cubic feet Annual Accumulation: 3 cubic feet</p>		

Copies sent to agency, NN-W, NNS, NNT, N/A 12/31/91

CENTERS MANAGEMENT STAFF
(E/CM)

2. BNC Operations Files - Contain historical documents (1940 to present) arranged primarily by geographic areas but some subject files exists. Contains charters, policy statements, program reviews and other background documents accumulated for reference purposes.

DISPOSITION: PERMANENT. Transfer to the WNRC when 2 years old. Transfer to the NARA when 25 years old in 5-year blocks.

Volume on Hand: 3 cubic feet
Annual Accumulation: Less than one cubic foot

3. Annual Financial Reports (Consolidated) - Summary reports arranged chronologically (1949 to present). Covers BNC finances prepared in Washington, based on submissions from each BNC. (Annual folders contain a separate report for each geographic area.)

DISPOSITION: Destroy when 5 years old.

4. Annual Financial Reports (Individual BNCs) - Detailed financial reports on activities and finances submitted by each BNC. Arrangement of earlier years is roughly geographic then chronological and files include some narrative policy documents. From 1970 to present, arranged chronologically with separate folders for each geographic area.

DISPOSITION: Destroy when 5 years old.

LIBRARY PROGRAMS DIVISION
(E/CL)

Office of the Chief

5. Subject/Projects Files - Contain information relating to the activities, functions, duties, and responsibilities of the Agency's domestic and overseas Library programs.. Includes reports, correspondence, memoranda, telegrams, and other related materials.

DISPOSITION: Break file annually. Destroy when 10 years old.

6. Program Files - Contain minutes of meetings, reports, correspondence and memoranda relating to the development of policy of Library Programs.

DISPOSITION: Break files annually. Transfer to WNRC when 2 years old. Destroy when 5 years old.

7. Reports Files - Reports by Regional Library Officers, country library plans, and library inspections arranged by area and country. Includes statistical reports on library operations, i.e., circulations, catalogues, collection additions, etc.

DISPOSITION: Break files annually. Transfer to WNRC when 2 years old. Destroy when 5 years old.

REFERENCE SERVICES BRANCH
(E/CLR)

8. General Correspondence - Contains cables, memoranda, reports, etc., relating to routine field and agency information requests and acknowledgements, from preparing comprehensive subject bibliographies to tracking down difficult biographic data to elusive newspaper stories.

DISPOSITION: Break file annually. Destroy when 10 years old.
9. Routine Correspondence Files - Contain memoranda, cables, etc., relating to bibliographic operations. (Contains no policy documentation.)

DISPOSITION: Break file annually. Destroy when 5 years old or when no longer needed.
10. Calendar of Upcoming Events Files - Contains background material and Organizational contacts, information, etc. for upcoming events to be included in the calendar.

DISPOSITION: Destroy when 5 years old or when no longer needed.

BIBLIOGRAPHICS SERVICES BRANCH
(E/CLB)

11. Significant Documents Service Files - Contain requests for documents created by the Federal Government, i.e., "A Report to the Congress on Security Arrangements in the Persian Gulf."

DISPOSITION: Destroy when no longer needed.

12. Book Indices and Bibliographies.

DISPOSITION: Destroy when obsolete, superseded or of no further reference value.

TECHNICAL SERVICES BRANCH
(E/CLT)

13. Post Statistics - An account of OCLC catalog card sets ordered for overseas libraries.

DISPOSITION: Destroy when 5 years old.

14. ~~Cataloging Contracts - Statements of work and copies of papers for English Teaching Division's contracts for cataloging collections. Includes cataloging vendors, prices, etc.~~

- ~~a. Procurement or purchase organization copy, and related papers.~~

- ~~(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.~~

~~DISPOSITION: Destroy 6 years and 3 months after final payment. (GRS 3, item 3a(1))~~

- ~~(2) Transactions of \$25,000 or less and construction contracts under \$2,000.~~

~~DISPOSITION: Destroy 3 years after final payment. (GRS 3, item 3a(2))~~

- ~~b. Obligation copy.~~

~~DISPOSITION: Destroy when funds are obligated. (GRS 3, item 3b)~~

- ~~c. Other copies of records described above used by component elements of a procurement office for administrative purposes.~~

~~DISPOSITION: Destroy upon termination or completion. (GRS 3, item 3c)~~

ENGLISH LANGUAGE PROGRAMS DIVISION
(E/CE)

15. Subject Files - Contain records relating to the activities, functions, duties and responsibilities of the English Language Programs. Includes reports, correspondence, memoranda, telegrams, and other related material.

DISPOSITION: Cut off annually. Transfer to WNRC when 2 year old. Destroy when 5 years old.

16. Book Programs Files - Contain copies of publication orders, shipping orders, and post requests related to the book program.

DISPOSITION: Destroy when 5 years old.

PROGRAM BRANCH
(E/CEP)

17. Grantee Files - Contain individual grantee program or project files and team program files. Includes grantee application, biographic data sheet, security clearance, grant award, reports of study or training evaluation date and related correspondence.
- a. Successful grantee case files.
- DISPOSITION: Cut off on termination of grant. Destroy 4 years after grant termination.
- b. Unsuccessful grantee case files.
- DISPOSITION: Destroy when 2 years old.
18. Country Files - Contain records relating to the operation of the English Language Programs of a particular geographic area/and or country and including annual reports, evaluations, agreements, program proposals, budget analyses and general administrative material.
- DISPOSITION: Destroy when no longer needed.

MATERIALS BRANCH
(E/CEM)

19. Country Files - Contain records relating to the operation of the English Language Programs of a particular geographic area/and or country and including annual reports, evaluations, agreements, program proposals, budget analyses and general administrative material.

DISPOSITION: Break file at end of fiscal year. Destroy when 2 years old.

ENGLISH TEACHING FORUM BRANCH
(E/CEF)

20. Country Files - Contain records relating to the operation of the English Language Programs of a particular geographic area/and or country. Includes correspondence from Readers of English Teaching Forum.

DISPOSITION: Review periodically. Destroy material no longer needed.

21. English Teaching Forum - A professional journal for use by English teachers outside the U.S.

DISPOSITION: Destroy when no longer needed.

BOOK PROGRAM DIVISION
(E/CB)

Office of the Chief and Deputy Chief

22. Country Files - Contains information on the various Book Translation Programs.

DISPOSITION: Transfer to WNRC when 2 years old. Destroy when 5 years old.

23. Country Files - Post/field operations correspondence.

DISPOSITION: Break annually. Transfer to WNRC 3 years after break. Destroy 6 years after break.

24. Project Files - Memoranda, reports, work assignments, progress reports.

DISPOSITION: Transfer to WNRC when 2 years old. Destroy when 7 years old.

25. Book Project Files - Contains correspondence with field offices regarding Book Programs.

DISPOSITION: Transfer to WNRC when 2 years old. Destroy when 7 years old.

26. Book Inventory - Contains Book Lists and Bibliographies.

DISPOSITION: Destroy when obsolete, superseded, or of no further reference value.

27. Book Requisition Files - Routine requests and acknowledgements for bibliographic & photographic services.

DISPOSITION: Destroy when no longer needed.

BOOK PROGRAM CONTINUED

28. General Correspondence Files - Contains information relating to USIA's Book Programs.
- DISPOSITION: Break files annually. Transfer to WNRC when 3 years old. Destroy when 7 years old.
29. General Subject Files - Contains information for geographic areas including cultural programs (playwrights), annual reports, evaluations, agreements, requests.
- DISPOSITION: Transfer to WNRC when 2 years old. Destroy when 5 years old.
30. Country Files - Contain records documenting Agency participation in major international exhibits and fairs. Includes production records documenting the history of each project, effectiveness and evaluation reports, photos, clippings, etc., excluding fiscal and distribution records.
- DISPOSITION: PERMANENT. Break files at close of exhibit. Transfer to WNRC when 3 years old. Transfer to National Archives when 25 years old.
- Volume on Hand: 6 cubic feet
Annual Accumulation: 2 cubic feet

PROMOTION BRANCH
(E/CBP)

31. General Comments Files - Contain correspondence on development of exhibits consisting of general comments.

DISPOSITION: Transfer to WNRC when 3 years old. Destroy when 5 years old.

32. Programming and Reprogramming files - In Budget Office documenting fiscal aspects of exhibits (exclusive of disbursing officers accounts and other records subject to GAO site audit).

DISPOSITION: Break file annually and destroy all material having no further administrative value.

33. Correspondence files - Contain information regarding material for book exhibits.

DISPOSITION: Break file at close of exhibit. Destroy 5 years after break.

34. Contributors' Files - Contain information on participation in exhibits.

DISPOSITION: Destroy 5 years after close of exhibit.

PROMOTION BRANCH CONTINUED

35. Reference Lists - Contains lists of printers, designers, construction, and other outside services.

DISPOSITION: Destroy when superseded or of no further reference value.

36. Country Files - Contains field correspondence, i.e., purchase orders, requisitions, shipping orders, etc.

DISPOSITION: Break annually. Destroy when seven years old.

37. Exhibition Circulation Folders - Contains correspondence with field regarding distribution dates, transfers, and use of exhibits.

DISPOSITION: Break at end of exhibit. Transfer to WNRC when 2 years old. Destroy when 5 years old.

38. Personnel Folders - Duplicate personnel folders (not official Personnel Folders) of temporary personnel hired for exhibits.

DISPOSITION: Destroy six months after completion of exhibit including payment of all claims for salary, travel, and other expenses.

COPYRIGHT SERVICES BRANCH
(E/CBS)

39. Copyright Files - Contains agreements for purchase of publication rights, including copyright clearances. Cut off annually.

DISPOSITION: Retain in office until copyright agreement has been terminated. Destroy one year after agreement has been terminated.

FIELD OPERATIONS BRANCH
(E/CBF)

40. Country Files - Contain records pertaining to the ration of the Book Program Division of a particular geographic area and/or country and including annual reports, evaluations, agreements, program proposals budget analysis and general administrative material. Cut off annually.

DISPOSITION: Transfer to WNRC when 2 years old. Destroy when 5 years old.

PROGRAMS SUPPORT DIVISION
(E/CP)
TO INCLUDE
PROGRAM SUPPORT BRANCH
GENERAL SUPPORT BRANCH
PROCUREMENT STAFF

41. Periodical Files - Contain records relating to the routing and operation of the periodicals program including requests, invoices, shipping materials, transaction coding sheets.

DISPOSITION: Break annually. Destroy when 6 years old, or when no longer needed, whichever is sooner.

42. Book Lists - Contain lists and Bibliographies including Books and Documents lists, Subject Bibliographies and Special Lists of recommended books.

DISPOSITION: Destroy when obsolete, superseded or of no further reference value.

43. Mailing Lists - Contain book announcements and lists sent to all overseas posts.

DISPOSITION: Destroy when obsolete, superseded or of no further reference value.

44. Routine Procurement Files - Contain contract, requisition, purchase order, lease, bond and surety records including correspondence and related papers pertaining to award, administration receipt, inspection and payment.

a Procurement or purchase organization copy and related papers.

(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

DISPOSITION: Destroy 6 years and 3 months after final payment. (GRS 3, Item 3a(1))

PROGRAMS SUPPORT DIVISION CONTINUED

- (2) Transactions of \$25,000 or less and construction contracts under \$2,000.

DISPOSITION: Destroy 3 years after final payment. (GRS 3, Item 3a(2))

- b. Obligation copy.

DISPOSITION: Destroy when funds are obligated. (GRS 3, Item 4b)

- c. Other copies of records described above used by component elements of a procurement office for administrative purposes.

DISPOSITION: Destroy upon termination or completion. (GRS 3, Item 3c)

RECORDS COMMON TO MOST OFFICES

45. Heads of Divisions/Branches/Services Files - Copies of memoranda, correspondence, reports, and other informational materials maintained by Heads of Divisions, Branches, or services that relate to their programs.

- a. Divisions Program Subject Files - Correspondence, memoranda, reports, and other materials maintained by Divisions that relate to their programs.

DISPOSITION: Cut off annually. Destroy when 2 years old. (Files having further use should be brought forward to the current year file.)

- b. Branches/Services Program Subject Files - Correspondence, memoranda, reports, and other materials maintained by Branches and Services that relate to their programs.

DISPOSITION: Cut off annually. Destroy when 2 years old. (Files having further use should be brought forward to the current year file.)

46. Chronological Files - Extra copies of communications, correspondence, and other materials arranged in order of occurrence either alphabetically, geographically, organizationally, or other method, and used as a general reference file.

DISPOSITION: 1. If official copy is not available, the chronological copy becomes the official copy and cannot be destroyed or transferred until the retention period has been reached for that series of records. 2. Cut off annually. Destroy when purpose has been served (usually one year).

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CONCURRENCES:</p> <p><u>Carl Howard</u> Carl Howard Director Office of Cultural Centers and Resources</p> <p><u>Lorie J. Nierenberg</u> Lorie J. Nierenberg, Office of General Counsel</p>	<p><u>18 Oct 1991</u> Date</p> <p><u>12/12/91</u> Date</p>	

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