

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-306-94-4	
1. FROM (Agency or establishment) U.S. Information Agency		DATE RECEIVED 5/25/94	
2. MAJOR SUBDIVISION Bureau of Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Executive Office			
4. NAME OF PERSON WITH WHOM TO CONFER Cathy A. Brown		5. TELEPHONE (202) 619-5501	
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 <u>2</u> 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,		DATE 10-7-94	
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		ARCHIVIST OF THE UNITED STATES <i>Grady Huskamp Peluso</i>	
DATE 5/17/94		SIGNATURE OF AGENCY REPRESENTATIVE <i>A. R. Phillips</i>	
		TITLE Records Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;">Management Plans and Analysis M/M</p> <p><u>Management Surveys</u></p> <p>a. <u>MANAGEMENT STUDY CASE FILES</u> - Records documenting the inception, scope, findings, and accomplishments of management study, appraisal, or survey projects. Such projects generally involve the review and evaluation of organizational structures, operating procedures, or management practices. Includes initial requests, authorizations, project plans, final reports, and any follow-up reports on actions taken.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC 5 years after close of project. Offer to National Archives 30 years after close of project.</p> <p>VOLUME ON HAND: 40 CUBIC FEET ANNUAL ACCUMULATION: 4 CUBIC FEET</p>		

Copies sent to NCF, Agency, NNT, NND, NTA

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

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PAGE

OF

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ITEM
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b. MANAGEMENT STUDY WORKING FILES -
Working papers accumulated in the
preparation, clearance, and issuance of
final reports. Includes notes, drafts,
feeder reports, statistical listings,
clearance comments, etc.

DISPOSITION: Destroy 2 years after
close of project.

2. CHRONOLOGICAL FILES - Extra copies of
correspondence maintained
chronologically for convenience of
reference.

DISPOSITION: Destroy when one year old
or when no longer needed, whichever is
sooner.

Alan King
Alan King
Management Analyst

5/12/94
Date

Lorie Nierenberg
Lorie Nierenberg
Office of General Council

5/16/94
Date