

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-95-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Temporary records covered by the schedule are presumed destroyed, and permanent records are one-time transfers that have been accessioned.

Date Reported: 10/6/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-306-95-2	
1. FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		DATE RECEIVED 5/1/95	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER			
5. TELEPHONE		DATE 5/1/95	
		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
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>3</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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 5/29/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael Carroll</i>	TITLE Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets.		
<i>Copies sent to agency, NCF, NNT, NIA 8/23/95</i>			

OFFICE OF ADMINISTRATION
{IOA}
Office of Emergency Planning

1. **Records relating to emergency preparedness exercises (Operations Alert and Spadefork), 1953-1962.** Arranged by year and thereunder by subject. Reports, manuals, directives, cables, memorandums, and other documentation relating to Operation Alert (OPAL) and Operation Spadefork, national readiness exercises.

Volume: 4 feet.

WNRC Acc. No. 306-66A1129 boxes 108-111

PERMANENT. Transfer to the National Archives in 1996.

2. **Records relating to the Executive Reserve, 1956-1963.** Arranged by subject. Reports, manuals, pamphlets, memorandums, correspondence, and other material relating to the formulation, requirements, and activities of the Executive Reserve in USIA.

Volume: 1 foot

WNRC Acc. No. 306-66A1129 box 113

PERMANENT. Transfer to the National Archives in 1996.

3. **Executive Reservist Correspondence Files, 1957-1963.** Arranged alphabetically by name of reservist. Correspondence to and from participants in the USIA Executive Reserve as well as biographic information on reservists.

WNRC Acc. No. 306-66A1129 boxes 114-115

Destroy immediately.

4. **Records relating to emergency planning, 1953-1964.** Arranged by subject. Reports, minutes of meetings, telegrams, memorandums, lists, directives, and other material relating to emergency preparedness planning in USIA.

Volume: 2 feet

WNRC Acc. No. 306-66A1129 boxes 116-117

PERMANENT. Transfer to the National Archives in 1996.

Agency Library Division

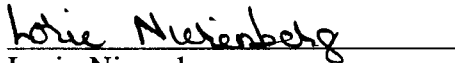
5. **Classified Library Records, 1961-1968.** Unarranged.
Airgrams and chargeout records.

Destroy immediately.



Eileen Keane Binns
Director
Office of Administration

3-30-95
Date



Lorie Nierenberg
Office of the General Counsel

4/19/95
Date