

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)			
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-306-95-5	
1 FROM (Agency or establishment) UNITED STATES INFORMATION AGENCY		DATE RECEIVED 1/3/95	
2 MAJOR SUBDIVISION Office of Research		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES
Jeannette Giovetti	202-619-4408	2-3-95	<i>Cathy Huskamp Peterson</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 _____ 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,			
<input type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
11/18/94	<i>A. R. Phillips</i>	Chief, Records Management Staff	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<u>RESEARCH REPORTS FILES.</u> Reports, other issuances, and special analyses generated by the Office of Research. Volume on hand: 1.5 cu.ft. Annual accumulation: 1.5 cu.ft. PERMANENT. Cut off at the end of the calendar year. Transfer one copy of each completed report, issuance, or analysis or the last draft of uncompleted projects to the National Archives every two years (i.e.- in two year blocks).	NI-306-87-8 Item 7	
2.	<u>RESEARCH DATA COLLECTION SURVEY PROJECTS FILES.</u> The designations in this series are based on the last two digits of the Office of Research Data Set Naming Convention, described below. The files include the basic data file (or information on location)	NI-306-87-8 Item 9	

Copies sent to agency, NNT, NSX 2/14/95

as well as all supporting documentation. The supporting documentation for each data collection project includes procurement documents such as copies of contracts, agreements, modifications, and changes. etc.; questionnaires (foreign and English language versions); code books; a record layout and codes that match the format of the data that is transferred to the National Archives; description of sampling method; interview and field instructions; basic data file (or information on location); reports on pilot study or pretest and final databook, tabulation, or contractor report or final draft if no final report issued.

Both the dataset name on the tape and the name for the paper file of supporting documentation will follow the naming convention of Iyynnn.accaa where:

"I" is the required ADP leading alpha character for USIA;

"yy" is the last two numbers of the fieldwork year;

"nnn" is a three digit sequential number, unique for each project in the year;

"." is a decimal point;

"a" denotes type of data--single punched (s) or multi-punched(m);

"cc" is a two digit alpha code designating the country in which the data collection takes place;

"aa" is a two letter alpha code called "KOS" (kind-of-study), designating the general substance of the research project. **Group A**, for Attitude (or Opinion) Study, includes **AG** (General publics-national, regional, or urban), **AS** (Exhibit visitors, refugees), **AT** (Target groups, elite, educated), **AU** (USIA/USIS officers, posts), **AY** (Youth, students), **AX** (Mixed publics, general and other separate samples combined), and **AZ** (Any other attitude or opinion data collection project). **Group M**, for Media Study, includes **MB** (Media behavior/habits, information sources, influence structure), **MC** (USIA Libraries, Cultural Centers, events, activities), **ME** (Exhibits), **MP**

(Press/publications, wireless files, books, photo output), **MR** (Radio), **MV** (TV VCRs, movies, films), **MW** (Exchange programs), **MX** (Any other media data collection project). **Group X**, for Culture and Information ("C&I") Study, includes **XC** (Communist foreign activities, including radio, press, films, exhibits, exchanges, books, translations), **XF** (Non-communist foreign activities), **XM** (General media, e.g. "Fact Books," educational facilities), **XP** (Press, media reaction statistical analyses), and **XZ** (Any other C&I data collection project).

Accumulation on hand: 10 cu.ft.
2 cartridges
Annual accumulation: 10 cu.ft.
2 cartridges

Master Files PERMANENT. Cut off at the end of the calendar year and transfer each project file, including basic data and all supporting documentation, to the National Archives. All transfers of data and documentation will be done in accordance with 36 CFR 1228.

3. CONTRACT STUDIES FILES.

NI-306-87-8
Item 10

This series contains the full historical contract file for any contract which both (a) did not result in a research report being issued, and (b) did not produce a collection of data. These would include reports of a heuristic nature done on contract but not released or edited as a USIA report, such as papers on research methodology, evaluation of research methods, or substantive reports which were rejected for further dissemination. All must have been done on contract (or some other financial arrangement) by other than USIA staff.

Each file contains the complete history of the study including final project plan; authorization documents; procurement documents; correspondence relating to changes, execution, and completion of research contracts; and, final contractor report, or last draft if no final report was issued.

Volume on hand: 1 cu.ft.
Annual accumulation: 1 cu.ft.

PERMANENT. Cut off at the end of the calendar year. Transfer files to the National Archives every two years (i.e.-in two year blocks).

CONCURRENCES:

Ann Pincus

Ann Pincus, R
Director, Office of Research

Date: November 21, 1994

Lorie J. Nierenberg

Lorie J. Nierenberg, GC
Office of the General Counsel

Date: December 16, 1994