

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		- HAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-306-95-7	
1 FROM (Agency or establishment) United States Information Agency		DATE RECEIVED 12/2/96	
2 MAJOR SUBDIVISION OFFICE OF THE GENERAL COUNSEL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Shelia A. Prince Management Analyst, USIA-M/ADD	5 TELEPHONE (202) 619-5479	DATE 12-13-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>17</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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 11/25/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<u>OFFICE OF THE GENERAL COUNSEL (GC)</u> <u>GENERAL LEGAL FILES.</u> All non-litigation files containing material relating to GC's rendering of advice to Agency elements. Volume on hand: 14 feet Annual accumulation: 8 feet a. Arranged by subject. Correspondence, reports, memorandums, memorandums of conversation, weekly reports to the Director, and other material relating to international cultural agreements, agreements pertaining to Voice of America (VOA) radio relay stations, records relating to educational and cultural affairs, VOA programs, TV and Film, clearances, waiver reviews and other precedent and policy setting matters as selected by the Office of the General Counsel. DISPOSITION: PERMANENT. Transfer to Washington National Records Center when 5 years old. Transfer to National Archives in 5 year blocks when 20 years old. b. All other matters (duplicates, extra copy chron files; files on administrative and personnel matters not covered under 2, below). DISPOSITION: Destroy when 5 years old.	N1-306-87-7, Item 1	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p>OFFICE ADMINISTRATION FILES. Correspondence, workload reports, travel reports, personnel actions, and other material relating to the running of the office.</p> <p>DISPOSITION: Destroy when 2 years old or when no longer needed, whichever is sooner.</p>	GRS 23, Item 1	
3.	<p><u>LITIGATION FILES.</u> All records relating to litigation, including tort claims and administrative grievances.</p> <p>Volume on hand: 75 feet Annual accumulation: 16 feet</p> <p>a. Precedent and policy setting cases as selected by the Office of General Counsel.</p> <p>DISPOSITION: PERMANENT. Transfer to WNRC 5 years following case closure. Transfer to National Archives in 5 year blocks when 20 years old.</p> <p>b. All other cases.</p> <p>DISPOSITION: Destroy 5 years following case closure.</p>	N1-306-87-7, Item 3	
4.	<p><u>FINANCIAL DISCLOSURE STATEMENTS.</u></p> <p>a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).</p> <p>(1) Records including SF278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.</p> <p>DISPOSITION: Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p> <p>(2) All other records including SF 278.</p> <p>DISPOSITION: Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p> <p>b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.</p> <p>DISPOSITION: Destroy when 6 years old EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.</p>	N1-306-87-7, Item 3b	

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5.	<p>RIGHTS CLEARANCE FILES (Non-U.S.I.A.). Correspondence, memorandums, reports, telegrams, and other material relating to U.S.I.A. use and authorization for use of copyrighted material.</p> <p>Volume: 35 feet Annual accumulation: 4 feet</p> <p>DISPOSITION: PERMANENT. Cut off at end of calendar year. Transfer to WNRC when 10 years old. Transfer to National Archives when 20 years old in 5 year blocks.</p>	N1-306-87-7, Item 5	Function is defunct. Records transferred to the National Archives.
6.	<p>RIGHTS CLEARANCE FILES (U.S.I.A. Material). Copyright clearances for U.S.I.A. films.</p> <p>DISPOSITION: Apply disposition of the related film or tape</p>	N1-306-87-7, Item 6	Function is defunct. Records transferred to the National Archives.
7.	<p><u>PROGRAM DESIGNATION FILES.</u> Correspondence, data sheets, telegrams, copies of diplomatic notes, memoranda, recommendations, and certificates of eligibility for individuals who come to the United States as exchange visitors.</p> <p>DISPOSITION: Current files to remain available in office and to be reviewed every 3 years for retention of relevant information. Current information and historical data are retained until electronically stored. Cancelled program files to be destroyed when 3 years old.</p>	N1-306-87-7, Item 7	
8.	<p><u>WAIVER FILES.</u> Correspondence, memoranda, applications for waivers, and other material relating to applications for waivers, accepted waivers, and rejected waivers.</p> <p>DISPOSITION: Files to remain in office for 5 years or until relevant data may be stored electronically, whichever is sooner. Destroy when 5 years old.</p> <p><u>OFFICE OF THE GENERAL COUNSEL</u> <u>ATTESTATION BRANCH (GC/A)</u></p> <p><u>ATTESTATION FILES.</u> The Attestation Branch (GC/A) facilitates the circulation abroad of American educational, scientific and cultural audiovisual materials, including motion pictures, filmstrips,</p>	N1-306-87-7, Item 8 N1-306-86-3	

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	<p>recordings, slides, wall charts, maps, posters, and models. This office provides chairperson and staff services to the Interdepartmental Committee on Attestation.</p> <p>The Attestation Staff administers for the United States three multi-lateral treaty, Agreement for Facilitating the International Circulation of Visual and Auditory Materials of an Educational, Scientific and Cultural Character (Beirut Agreement of 1948). The Staff carries out a program of certifying as of international educational character qualified United States audiovisual materials, under the provisions of PL 89-634 of October 8, 1966, Executive Order 11311 of October 14, 1966 and Title 22, Chapter V of the Code of Federal Regulations. Certification secures relief from customs duties and other import restrictions in an estimated 60 countries, or is considered "helpful" that GC/A makes favorable customs determinations based on local regulations. More than 73,218 certificates, covering an estimated 550,00 audiovisual items, have been issued by the Staff under this program. The Staff also authenticates certificates issued under the Agreement by the other countries, to permit the duty-free import into the United States of qualified audiovisual materials produced abroad.</p>		
9.	<p><u>ATTESTATION FILES (COMPANY FILES)</u>. Company files for each company submitting applications for certification. Files are arranged alphabetically by name of company and contain routine correspondence, e.g., requests for certification, certificate transmittal letters, shipping orders, etc; and "precedent material", correspondence denying certification, with background documenting the rationale for rejection. This may include GC/A's referral to Committee on Attestation and record of Committee action; follow-up correspondence with company and review proceedings.</p> <p>Dates: 1992 to present Volume: 15 cubic feet</p> <p>DISPOSITION:</p> <p>a. Routine correspondence. Maintain in Agency. Destroy when 3 years old.</p> <p>b. Precedent material. Transfer 3 years after termination of Agreement to the Washington National Records Center. Destroy 8 years after termination of Agreement.</p>	<p>N1-306-86-3, Item 1</p> <p>N1-306-86-3, Item 1a</p> <p>N1-306-86-3, Item 1b</p>	

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	c. Certification denied. File in the Turn Down File at time of file screening.		
10.	<p><u>IMPORTATION DOCUMENT FILES.</u> Correspondence and other material relating to the authentication of certificates issued by foreign governments. Similar to "company files," i.e., requests for authentication and documentation of approval or denial.</p> <p>Dates: 1992 to present Volume: 3 cubic feet</p> <p>DISPOSITION:</p> <p>a. Routine correspondence. Maintain in agency. Destroy when 3 years old.</p> <p>b. Precedent material. Transfer 3 years after termination of Agreement to the Washington National Records Center. Destroy 8 years after termination of Agreement.</p> <p>c. Denials. File in the Turn Down File at time of file screening.</p>	<p>N1-306-86-3, Item 2</p> <p>N1-306-86-3, Item 2a</p> <p>N1-306-86-3, Item 2b</p>	
11.	<p><u>CERTIFICATE FILES.</u> Educational Certificates ("Certificate Issued to Facilitate the International Circulation of Audiovisual Materials of an Educational Scientific and Cultural Character in Accordance with Public Law 89-634.") Record copy of each certificate issued and the application for certification.</p> <p>Each certificate records the class of material, certificate number, date of issue, the title(s) of material, summary of contents of certified material, certification statement, and name of certifying officer. Arranged by class of material and thereunder by certificate number.</p> <p>Dates: a) paper records - 1988 to present b) microfilmed records - 1947 to 1988</p> <p>Volume: a) paper records: 1 cubic foot. b) microfilm: 96 reels of 16mm film.</p> <p>DISPOSITION: Microfilm certificates in bi-annual blocks.</p>	<p>N1-306-86-3, Item 3</p>	
12.	<p><u>CONTROL BOOK.</u> Log book of certificate numbers assigned. Records certificate number, class of</p>		

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	<p>material, name of company, title of product, and date of certificate. Arranged by class of material, i.e., motion picture film, recording, etc., then numerically by certificate number.</p> <p>Dates: 1947 to present.</p> <p>Volume: a) microfilm: 7 reels of 16mm film. b) paper records: 5 binders.</p> <p>DISPOSITION: Microfilm log books bi-annually with related certificates for that year.</p> <p>a) Paper copies: Destroy upon verification of microfilm.</p> <p>b) Microfilm copies: Retain as index to the certificates. Destroy 5 years after termination of the Agreement.</p>	N1-306-86-3 Item 4	
13.	<p><u>CERTIFICATE CARD FILE.</u> Index cards recording certificate number, class of material, name of company, title of product, and date of certificate. Arranged by class of material and thereunder alphabetically by the title of product.</p> <p>The control books and card files will be replaced by the certificate database maintained on the software program, Paradox. The certificate data base begins with current certificates (April 1994); the information from the existing control/index files may be fed into the system as opportunity permits.</p> <p>DISPOSITION:</p> <p>a) Card file. Retain paper card file index with related certificates until data is entered into automated index system. Destroy paper records when data is verified.</p> <p>b) Certificate database. Copy master files to diskette after each update. Retain diskette until related certificates are destroyed, 5 years after termination of the Agreement.</p>	N1-306-86-3, Item 5	
14.	<p><u>TURN DOWN FILE.</u> Certification denial letters sent to applicants. File contains copies of denial letters and related background material.</p> <p>Arranged in notebooks chronologically by date of letter, with an index, by month, of company names, titles, class of material and reason for denial.</p>	N1-306-86-3, Item 5a	

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15.	<p>DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 3 years after termination of Agreement. Transfer to the National Archives 8 years after the termination of Agreement.</p> <p><u>CERTIFICATE DENIAL INDEX.</u> Card index to titles of products denied certification ("turn-downs"). Arranged alphabetically by title of product.</p> <p>Dates: 1947 - Present</p>	N1-306-86-3, Item 6	
16.	<p>DISPOSITION: Destroy 5 years after termination of the Beirut Agreement.</p> <p><u>ATTESTATION COMMITTEE FILES.</u> Binders containing record copies of agendas, and minutes of meetings of the Interdepartmental Committee on International Visual and Auditory Materials Abroad, Sub-committee on Attestation.</p> <p>Files include Committee membership lists, the titles of material reviewed by the Committee and a summary of the action taken, and memoranda to Committee members from the Attestation Staff. (The Committee members reports on, the material reviewed are retained in the company file.)</p> <p>Arranged chronologically by date of meeting.</p> <p>Dates: 1950's to present, with some gaps.</p> <p>Volume: Approx. 6 cubic feet.</p>	N1-306-86-3, Item 7	
17.	<p>DISPOSITION: Retain in GC/A office. Destroy 5 years after termination of Beirut Agreement.</p> <p><u>REPORTS TO ATTESTATION COMMITTEE.</u></p> <p>a. <u>Monthly Reports:</u> Statistics on volume of audiovisual materials submitted for certification; the volume reviewed and the number of titles denied certification.</p> <p>Dates: 1992 - present Volume: 1"</p> <p>DISPOSITION: Destroy when 3 years old.</p> <p>b. <u>Annual Reports:</u> Statistical report of the number of certificates issued in the various categories of</p>	N1-306-86-3, Item 8	
		N1-306-86-3, Item 9a	

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	audiovisual material - films, filmstrips, recordings etc. - and the titles of products denied certification. The annual reports are compiled from statistical record sheets maintained by the Attestation staff. Dates: 1970 - present Volume: 1" DISPOSITION: Destroy 5 years after termination of the Beirut Agreement. c. <u>Annual Report of Importation Documents Issued.</u> Statistical report of the number of Importation Authentication Documents issued. Dates: 1967 - present Volume: 1" DISPOSITION: Destroy 5 years after termination of the Beirut Agreement.	N1-306-86-3, Item 9b N1-306-86-3, Item 9c	
18.	<u>POLICY PRECEDENT FILE.</u> Correspondence and reports which provide certification guidelines for staff, and related policy/precedent information. Material in this file documents staff and Attestation Committee interpretations of the implementing legislation and regulations as applied to various types of audio-visual material and subject matter. Correspondence relating to appeals of certification denials, including the decision of the certification appeal committee, it also contained in this file. Dates: 1947 to present Volume: 6 cubic feet DISPOSITION: PERMANENT. Maintain in GC/A office until 5 years after termination of the Beirut Agreement, then offer to the National Archives.	N1-306-86-3, Item 11	
19.	<u>"HISTORICAL" FILE.</u> Correspondence, reports, etc. re: background and implementation of the Beirut Agreement; basis for participation in Treaty; procedures, etc. Also includes routine material. Dates: 1947 - present Volume: 2 cubic feet DISPOSITION: PERMANENT. Maintain in GC/A office until five years after the termination of the Beirut Agreement, then offer to the National Archives.	N1-306-86-3, Item 12	

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	<p><u>OFFICE OF GENERAL COUNSEL</u> <u>FREEDOM OF INFORMATION ACT</u> <u>PRIVACY ACT FILES</u> <u>(GC/FOIA)</u></p>		
20.	<p>INFORMATION REQUEST FILES. Requests for 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.</p> <p>DISPOSITION. Destroy when 3 months old or when no longer needed, whichever is sooner.</p>	GRS 14, Item 1	
21.	<p>ACKNOWLEDGEMENT FILES. Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.</p> <p>DISPOSITION. Destroy 3 months after acknowledgement and referral.</p>	GRS 14, Item 2	
22.	<p>PRESS SERVICE FILES. Press service teletype news and similar materials.</p> <p>DISPOSITION. Destroy when 3 months old.</p>	GRS 14, Item 3	
23.	<p>INFORMATION PROJECT FILES. Informational service project case files maintained formally designated informational offices.</p> <p>DISPOSITION. Destroy 1 year after close of file or 1 year after completion of project.</p>	GRS 14, Item 4	
24.	<p>COMMENDATION/COMPLAINT CORRESPONDENCE FILES. Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.</p> <p>DISPOSITION. Destroy when 3 months old.</p>	GRS 14, Item 5	
25.	<p>INDEXES AND CHECK LISTS. Bibliographer, check lists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.</p> <p>DISPOSITION: Destroy when superseded or obsolete.</p>	GRS 14, Item 6	

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26.	<p><u>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>DISPOSITION: Destroy 2 years after date of reply.</p> <p>(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees</p> <p>(a) Request NOT appealed.</p> <p>DISPOSITION: Destroy 2 years after date of reply.</p> <p>(b) Request appealed</p> <p>DISPOSITION: Destroy as authorized under Item 27.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request NOT appealed.</p> <p>DISPOSITION: Destroy 6 years after date of reply.</p> <p>(b) Request appealed.</p> <p>DISPOSITION: Destroy as authorized under Item 27.</p> <p>b. Official file copy of requested records.</p> <p>DISPOSITION: Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.</p>	<p>GRS 14, Item 11</p> <p>GRS 14, Item 11a</p> <p>GRS 14, Item 11a(1)</p> <p>GRS 14, Item 11a(2)</p> <p>GRS 14, Item 11a(2)(a)</p> <p>GRS 14, Item 11a(2)(b)</p> <p>GRS 14, Item 11a(3)(a)</p> <p>GRS 14, Item 11a(3)(b)</p> <p>GRS 14, Item 11b</p>	
27.	<p><u>FOIA APPEALS FILES.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and</p>	<p>GRS 14, Items 12</p>	

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	<p>related supporting documents, which may include the official file copy include the official file copy of records under appeal or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).</p> <p>DISPOSITION: Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit, or years after final adjudication by courts, whichever is later.</p> <p>b. Official file copy of records under appeal.</p> <p>DISPOSITION: Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA request, whichever is later.</p>	GRS 14, Item 12a	
28.	<p><u>FOIA CONTROL FILES.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.</p> <p>a. Registers or listing.</p> <p>DISPOSITION: Destroy 6 years after date of last entry.</p> <p>b. Other files.</p> <p>DISPOSITION: Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.</p>	GRS 14, Item 13	
29.	<p><u>FOIA REPORTS FILE.</u> Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act. EXCLUDING annual reports to the Congress at the departmental or agency level.</p> <p>DISPOSITION: Destroy when 2 years old or sooner if no longer needed for administrative use.</p>	GRS 14, Item 13a	
30.	<p><u>FOIA ADMINISTRATIVE FILES.</u> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>DISPOSITION: Destroy when 2 years old or sooner if no longer needed for administrative use.</p>	GRS 14, Item 13b	
		GRS 14, Item 14	
		GRS 14, Item 15	

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31.	<p>PRIVACY ACT REQUESTS FILES. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them as provided for under 5 U.S.C. 552A(d) (1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>DISPOSITION. Destroy 2 years after date of reply.</p> <p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate description; and to those who fail to pay agency reproduction fees.</p> <p>(a) Requests NOT appealed.</p> <p>DISPOSITION: Destroy 2 years after date of reply.</p> <p>(b) Requests appealed.</p> <p>DISPOSITION: Destroy as authorized under Item 32.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Requests NOT appealed.</p> <p>DISPOSITION: Destroy 5 years after date of reply.</p> <p>(b) Requests appealed.</p> <p>DISPOSITION: Destroy as authorized under Item 32.</p> <p>b. Official file copy of requested records.</p> <p>DISPOSITION: Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.</p>	<p>GRS 14, Item 21</p> <p>GRS 14, Item 21a</p> <p>GRS 14, Item 21a(1)</p> <p>GRS 14, Item 21a(2)</p> <p>GRS 14, Item 21a(2)(a)</p> <p>GRS 14, Item 21a(2)(b)</p> <p>GRS 14, Item 21a(3)</p> <p>GRS 14, Item 21a(3)a</p> <p>GRS 14, Item 21a(3)b</p> <p>GRS 14, Item 21b</p>	
32.	<p>PRIVACY ACT AMENDMENT CASE FILES. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d) (2); to the individual's request for a review</p>	<p>GRS 14, Item 22</p>	

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	<p>of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p> <p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p> <p>DISPOSITION: Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p> <p>b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p> <p>DISPOSITION: Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.</p> <p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p> <p>DISPOSITION: Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts whichever is later.</p>	<p>GRS 14, Item 22a</p> <p>GRS 14, Item 22b</p> <p>GRS 14, Item 22c</p>	
33.	<p><u>PRIVACY ACT CONTROL FILES.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.</p> <p>a. Registers of listings.</p> <p>DISPOSITION: Destroy 5 years after date of last entry.</p> <p>b. Other files.</p> <p>DISPOSITION: Destroy 5 years after final action by the agency or final adjudication by courts whichever is later.</p>	<p>GRS 14, Item 24</p> <p>GRS 14, Item 24a</p> <p>GRS 14, Item 24b</p>	

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34.	PRIVACY ACT REPORTS FILES. Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels.		
	DISPOSITION: Destroy when 2 years old.	GRS 14, Item 25	
35.	PRIVACY ACT GENERAL ADMINISTRATIVE FILES. Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.		
	DISPOSITION: Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14, Item 26	
36.	MANDATORY REVIEW FOR DECLASSIFICATION REQUESTS FILES. Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.	GRS 14, Item 31	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable).	GRS 14, Item 31a	
	(1) Granting access to all the requested records.		
	DISPOSITION: Destroy 2 years after date of reply.	GRS 14, Item 31a(1)	
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	GRS 14, Item 32a(2)	
	(a) Request NOT appealed.		
	DISPOSITION: Destroy 2 years after date of reply.	GRS 14, Item 31a(2)(a)	
	(b) Request appealed.		
	DISPOSITION: Destroy as authorized under Item 37.	GRS 14, Item 31a(2)(b)	
	(3) Denying access to all or part of the records requested.	GRS 14, Item 31a(3)	
	(a) Request NOT appealed.		
	DISPOSITION: Destroy 5 years after date of reply.	GRS 14, Item 31a(3)(a)	

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	(b) Request appealed.		
	DISPOSITION: Destroy as authorized under Item 37.	GRS 14, Item 31a(3) (b)	
	b. Official file copy of requested records.		
	DISPOSITION: Dispose of in accordance with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.	GRS 14, Item 31b	
	c. Sanitizing instructions		
	DISPOSITION: Destroy when superseded, or when requested documents are declassified or destroyed.	GRS 14, Item 31c	
37.	MANDATORY REVIEW FOR DECLASSIFICATION APPEALS FILES.	GRS 14, Item 32	
	Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.		
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).		
	DISPOSITION: Destroy 4 years after final determination by agency.	GRS 14, Item 32a	
	b. Official file copy of records under appeal.		
	DISPOSITION: Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.	GRS 14, Item 32b	
38.	MANDATORY REVIEW FOR DECLASSIFICATION CONTROL FILES.	GRS 14, Item 33	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.		
	a. Registers or listing.		
	DISPOSITION: Destroy 5 years after date.	GRS 14, Item 33a	
	b. Other files		
	DISPOSITION: Destroy 5 years after final action by the	GRS 14, Item 33b	

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	agency.		
39.	MANDATORY REVIEW FOR DECLASSIFICATION REPORTS FILES. Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to ISOO.		
	DISPOSITION: Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14, Item 34	
40.	MANDATORY REVIEW FOR DECLASSIFICATION ADMINISTRATIVE FILES. Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.		
	DISPOSITION: Destroy when 2 years old or sooner if no longer needed for administrative use.	GRS 14, Item 35	
41.	ERRONEOUS RELEASE FILES. Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.	GRS 14, Item 36	
	a. Files that include the official file copy of the released records.		
	DISPOSITION: Follow the disposition instructions approved for the released official file copy, or destroy 6 years after the erroneous release, whichever is later.	GRS 14, Item 36a	
	b. Files that do not include the official file copy of the released records.		
	DISPOSITION: Destroy 6 years after the erroneous release.	GRS 14, Item 36b	
42.	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.		
	DISPOSITION: Dispose of in accordance with the	GRS 14, Item 23	

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	<p>approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p> <p>CLEARANCES:</p> <p><u>Lorie J. Nierenberg</u> <u>11/18/96</u> Lorie J. Nierenberg Date Office of the General Counsel, (GC)</p> <p><u>Les Jin</u> <u>11/19/96</u> Les Jin Date General Counsel Office of the General Counsel, (GC)</p>		