

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 N1-306-99-1	
1 FROM (Agency or establishment) United States Information Agency		DATE RECEIVED 10-26-98	
2 MAJOR SUBDIVISION Office East Asian and Pacific Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 American Embassy USIS Tokyo			
4 NAME OF PERSON WITH WHOM TO CONFER Shelia A. Prince Management Analyst for Records, M/AOL			
5. TELEPHONE (202) 619-5479		ARCHIVIST OF THE UNITED STATES 2-22-99 John W. Carl	
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, <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 10/15/98		SIGNATURE OF AGENCY REPRESENTATIVE [Signature]	
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	This schedule covers records dispatched to U.S. Information Agency from the U.S. Information Service, Tokyo, Japan. The records were maintained for two previous Ambassadors Michael Mansfield and Michael Armacost.		

1. **Ambassadors' Speeches** - Audio cassette tapes of ambassadors' speeches made in Japan from 1977 to 1993.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

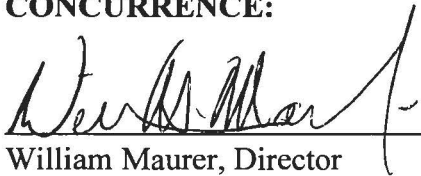
NOTE: Item 1 was added to the schedule per conversation of 1/25/99 between Shelia Prince (USIA) and Margaret Hawkins (NARA).

2. **Ambassadorial Public Relations Files** - Letters, memorandums, telegrams, press clippings, newspaper articles, publications, speeches, interviews Qs&As, photographs and other informational materials promoting international relations of the United States representative to Japan. Approximately 11-12 cubic feet of records which dates from 1977 to 1993.

~~DISPOSITION: PERMANENT. Transfer to the National Archives and Records Administration when 25 years old.~~

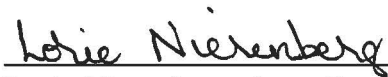
DISPOSITION: PERMANENT. Retire to WNRC immediately. Transfer to the National Archives in 2019.

CONCURRENCE:



William Maurer, Director
Office of East Asian & Pacific Affairs

10/6/98
Date



Lorie Nierenberg, Asst. General Counsel
Office of the General Counsel

10/13/98
Date

All changes made per conversation of 12/16/98 between Shelia Prince (USIA) and Margaret Hawkins (NWML). MH 12/28/98