

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO. GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Information Agency

2. MAJOR SUBDIVISION

Press and Publications

3. MINOR SUBDIVISION

Editorial Division

4. NAME OF PERSON WITH WHOM TO CONFER

T. M. Wittstock

5 TEL EXT.

63-26500

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have
ceased to have suffi-
cient value to warrant
further retention.

☒ B The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-
rence of the event specified.

2/22/74
2-22-74

Thomas M. Wittstock
(Signature of Agency Representative)

Chief, Communications & Records
Chief, Communications/Records Br

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---------------|---|--|--|
| 1. | <p><u>Press Wireless File</u> - Radio-teletype message in bulletin transmitted to Agency overseas posts for dissemination.</p> <p>a) Branch Area File</p> <p>(1) Transfer an archival sample (not to exceed 1%) to the Federal Records Center and destroy remainder one year after year in which transmitted.</p> <p>b) All Other Copies</p> <p>Destroy when of no further value (not later one year after year in which transmitted).</p> | II-NNA-3156 Item 1 NN-463-22 Item 11b | DISPOSAL APPROVED DISPOSAL APPROVED |
| 2. | <p><u>Press Coverage Daily File</u> - News stories background, editorial comment, etc., received from Agency reporters at the White House Congress, State Department and other places as well as reporters in other cities and other background or source material used in preparation of the Press Wireless File.</p> <p>Destroy 3 months after receipt (retain any material having potential future use)</p> <p>This is a proposed revision of an earlier disposal authority (Job No. II-NNA-3156). Since its approval in 1960, our experience has shown that these retention periods are more realistic than those approved at that time. Reference to those records after the proposed retention period to be insignificant, if at all. None of the proposed revisions are inconsistent, with item 11b of the</p> | II-NNA-3156 Item 2 | DISPOSAL APPROVED |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|---------------|--|--------------------------|--------------------|
| 2. | Agency's Records Retention Plan, Job No. NN-463-22 | II-NNA-3156 | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual
on the Disposition of Federal Records)

10. THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Information Agency

2. MAJOR SUBDIVISION

Press and Publications Service

3. MINOR SUBDIVISION

Editorial Division

4. NAME OF PERSON WITH WHOM TO CONFER

T. M. Wittstock

5. TEL. EXT.

152 - 2668

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or
schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have
ceased to have suffi-
cient value to warrant
further retention.

☒ B The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-
rence of the event specified.

☐ C The records will have ceased to have sufficient value to warrant
retention in their original form by virtue of the fact that the
microphotographic copies, made in accordance with standards of
the National Archives Council, will be adequate substitutes for
the original records.

12/3/59

(Date)

Burton J. Rink

(Signature of Agency Representative)

Chief, Communications & Records

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1. | <u>Wireless File (Bulletin)</u> - This record series is a radio-teletype message, in bulletin form, transmitted to Agency overseas posts, for dissemination. " a) Branch area file copy Destroy 5 years after year in which transmitted. b) Other copies Destroy within one year after date of receipt. | X | DISPOSAL APPROVED |
| 2. | <u>Press Coverage Daily File</u> - This record series contains copies of news stories and other material relating thereto (background, editorial comments, etc.) phoned in by Agency reporters who cover the White House, Congress, State Department and other points of news making activity. Reporters in principal cities are also utilized. Stories are phoned or telegraphed to the Press Service. Planning or selection of the news is revealed in the Agency broadcast script of which an adequate sample is being retained. Destroy 3 years after year in which received. | X | DISPOSAL APPROVED |
| | " A representative sample not to exceed 1% will be retained for historical purposes. | | |