Swindard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg 3-IV-106
115-102

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

DATE RECEIVED JOB NO.

TEB 2 7 1974

DATE APPROVED N C 1 74 - 153

115–102	(See Instructions on Reverse)		FEB 2 7		
	ERVICES ADMINISTRATION, ARCHIVES AND RECORDS SERVI		, l	N C	174 - 153
1. FROM (AGENCY OR ES	TABLISHMENT)		NOT	IFICATION	TO AGENCY
U	.S. Information Agency		,		
2. MAJOR SUBDIVISION			IN ACCORDANCE	WITH THE	PROVISIONS OF PUBLIC
P	ress and Publications		APPROVED IS A	UTHORIZED	ITEMS MARKED "DISPOSAL
3. MINOR SUBDIVISION					
E	ditorial Division		, m b , /	1	n n 1 0
4. NAME OF PERSON WITH	H WHOM TO CONFER	5 TEL EXT.	-13-12-14 (ame	16 Plante
T	. M. Wittstock	63-26500	DATE A	RCHIVIST O	OF THE UNITED STATES
6 CERTIFICATE OF AGEN	CY REPRESENTATIVE				
I hereby certify that I	am authorized to act for the head of this a	agency in matters pertaining to th	he disposal of records, a	and that the	records described in this list or
schedule of pages	are proposed for disposal for the reason indu	cated: ("X" only one)			

The records will cease to have sufficient value ceased to have suffi-cient value to warrant to warrant further retention on the expiration of the period of time indicated or on the occurrence of the eyent specified. Thomas 8 DESCRIPTION OF ITEM SAMPLE OR JOB NO ITEM NO ACTION TAKEN (WITH INCLUSIVE DATES OR RETENTION PERIODS) 1. Press Wireless File - Radio-teletype message in bulletin II-NNAtransmitted to Agency overseas posts for dissemination. 3156 stem 1 Branch Area File (1) Transfer an archival sample (not to exceed 1%) to the NN-463-12 Federal Records Center and destroy remainder one year 2tem 116 after year in which transmitted. DISPOSAL APPROVEL b) All Other Copies Destroy when of no further value (not later one year after year in which transmitted. DISPOSAL APPROVED 2. Press Coverage Daily File - News stories background, II-NNAeditorial comment, etc., received from Agency reporters 3156 at the White House Congress, State Department and other Item 2 DISPOSAL APPROVED places as well as reporters in other cities and other background or source material used in proporation of the Press Wireless File. Destroy 3 months after receipt (retain any material having potential future use) This is a proposed revision of an earlier disposal authority (Job No. II-NNA-3156). Since its approval in

Four copies, including original, to be submitted to the National Archives and Records Service

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

16---59429-3 GPO

Job No.	TI-NNA-	Page 2
	3156	of 1 pages

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	

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	For instructions on the uso of this form see National Archives Manual on the Disposition of Federal Records)	DEC & 15.	11-NI	A-3156
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	RSON WITH WHOM TO CONFER 5. TEL EXT. 182 - 2668	(Date) -	Archivist'	& Ropresentative
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	CF AGENCY REPRESENTATIVE Lify that I am authorized to act for the head of this agency in matters pertaining to the d	disposal of records, and	that the records d	recribed in this list or
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(Date)	(Signature of Agency Represent tive)		(Title)	
7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)		9. SAMPLE OR JOB NO	10 'ACTION TAKEN
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2.	Press Covernse Unily File - This record serie copies of news stories and other material thereto (background, editorial comments, phoned in by gency reporters who cover House, Congress, State Department and other news raking activity. Reporters in pointies are also utilized. Stories are patelographed to the Press Service. Flant selection of the news is revealed in the broadcast script of which an adequate small	d relating etc.) the Vhite her points rincipal skened or ing or Agency	X Render	DISPCSAL APPROVE
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