

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

Information Center Service

3. MINOR SUBDIVISION

Program Development Division

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas M. Wittstock

5. TEL. EXT.

632-6500

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 1 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient 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 occurrence of the event specified.

7/2/74
(Date)

Thomas M. Wittstock
(Signature of Agency Representative)

**Chief, Communications &
Records Branch**
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>These records are created by a new office which is responsible for developing multi-media programs on specific topics which implement Agency, area and overseas post objectives.</p> <p>A) Record copies of correspondence with field posts, and letters, and memoranda, with other government and private agencies and individuals regarding multi-media programs on specific topics.</p> <p>Destroy seven years after close of year in which created.</p> <p>B) All other copies.</p> <p>Destroy when of no further reference or administrative value.</p>	<p>Records specimens at USIA.</p> <p>Samples of Handbook were taken for review. Sent to NNFO on completion as non-record reference material.</p> <p>lf</p>	
2.	<p>Slides, film strips, printed matter and other material related to thematic programs and special thematic programs.</p> <p>Destroy seven years after close of year in which created.</p> <p>a. Thematic program materials developed by USIA, including the Thematic Handbooks, <u>PERMANENT</u>. Transfer to FRC 7 years after close of year in which created. Offer to NARS 23 years later.</p> <p>b. all other materials - Temporary. Destroy 7 years after close of year in which created.</p>		<p>Copy to Agency 9/4/74</p>