

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
Office of Administration
3. MINOR SUBDIVISION
Administrative Services, Communications & Records Br.
4. NAME OF PERSON WITH WHOM TO CONFER
Samuel D. Staton, II
5. TEL. EXT.
6324757

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.

7/9/75
(Date)

Jane S. Gynnes
(Signature of Agency Representative)

Chief, Comm. & Records Br.
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Foreign media reaction to U.S. Information programs is reported to the Office of Policy and Plans by overseas posts in Media Reaction Cables and USINFO Messages. The data thus received is used to produce Media Reaction Digests, Media Reaction Notes, Media Reaction Reviews, and Worldwide Treatment of Current Issues. After these issuances are prepared, the source documents have no further reference or administrative value and very little, if any historical value.</p> <p>Therefore, approval is requested for the following disposal schedule:</p> <ol style="list-style-type: none">1. Media Reaction Documentation including Media Reaction Digests, Media Reaction Notes, Media Reaction Reviews, and Worldwide Treatment of Current Issues. <i>(1) "Worldwide Treatment of Current Issues" -</i> <i>a. 1 One Record copy - Permanent Retention. offer transfer to National Archives when 30 years old. longer required for Agency reference purposes.</i> <i>(2) Other media reaction documentation - transfer to USA Library as reference material when 30 years old.</i> <i>b. All other copies - Destroy when of no further reference value.</i>2. Media Reaction Source Data such as Media Reaction Cables and USINFO Messages relating to media reaction. <i>after</i> <i>Destroy one month, close of month in which received.</i>	<p><i>Samples received on request. 28 Aug 75 AH</i></p>	

Copy to Agency & NCW 9-24-75 NO