

REQUEST FOR RECORDS DISPOSITION AUTHORITY.
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 306 78 1
DATE RECEIVED	11 OCT 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>11-15-77</i> <i>Jane S. Grymes</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Information Agency

2. MAJOR SUBDIVISION
Office of Security

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Jane S. Grymes/Harrison L. Davis
(S. Staten)

5. TEL EXT
724-9478
- 1751

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~8,000 pages~~ *one* are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
 B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/6/77	<i>Jane S. Grymes</i>	Agency Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<u>A. Request for Immediate Disposal</u> Volunteer Speaker Files-The Agency no longer performs name checks on these individuals, therefore, files are no longer needed in Agency operation. Destroy immediately.	NN-166-15	
2.	<u>B. Request for Disposal After Specified Period of Time</u> Agency proposes to list subject categories under heading Name Check Files (800 Series) as follows: Writers, Editors, Broadcasters, Narrators, Photographers, Technicians, Translators, On-Camera Talent, English teachers, Exhibit specialists, Seminar participants, Certain consultants. <i>Destroy after 10 years or when file becomes inactive whichever is sooner</i> Agency feels a more realistic retention period would be 10 years and destroy after that time, or destroy when the file becomes inactive.		
Approval of Items 1 and 2 will greatly aid the Agency in up-dating its Disposition Schedule and assist in complying with the Privacy Act.		2 items	

Amended by
R.A. Wire per
conversation with
Harrison L. Davis
10/13/77
RAW

Copy to Agency - 11/17/77 *JD*