

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Ken NCD 5/11/80*

LEAVE BLANK	
JOB NO	NCL-306-80-2
DATE RECEIVED	5-5-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6-3-80</i>	<i>James E. O'Heill</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. International Communication Agency

2 MAJOR SUBDIVISION  
Information Center Service

3 MINOR SUBDIVISION  
Exhibits Operations Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Samuel D. Staton

5 TEL EXT  
724-9783

**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 1 page(s) 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 <i>5/2/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel D. Staton</i>	E. TITLE Chief, Message Center and Records Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Exhibit Project Files.</u> (excluding those relating to major exhibits described under MOA III-500-555.17aa).</p> <p><i>Blue Copies</i> - Project office working production files documenting history of each project. <del>excluding fiscal and distribution materials.</del></p> <p>Cutoff annually after completion of exhibit. Transfer to <del>PRC</del> when 2 years old, <del>DESTROY</del> when 5 years old.</p>	III-500/555 17AF1	
	<p><del>b. Yellow Copies-material described in 1a above as well as fiscal and other records.</del></p> <p>Cutoff after completion of exhibit. Transfer any needed documentation to "Blue Copy" file. <del>DESTROY remainder of file immediately.</del></p>	<del>III-500/555 17AF2</del>	

115-107 *Copies to agency NDU, NWF, Revised Rpt to MOA sent to WARC 17 Jan 80*

*1 item*