

**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

Communications & Records Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Samuel D. Staton II

5 TEL. EXT.

632-4757

LEAVE BLANK <u>RG 306</u>	
DATE RECEIVED FEB 14 1973	JOB NO
DATE APPROVED	NN-173-145
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
<u>2-22-73</u> DATE	<u>James B. Rhoads</u> ARCHIVIST OF THE UNITED STATES

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.

Thomas M. Wittstock
 (Signature of Agency Representative)

2/13/73
 (Date)

Thomas M. Wittstock
 (Signature of Agency Representative)

Asst. Chief, Comm. & Rec.
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	Routine correspondence and reports related to operation of domestic and overseas radio relay stations. <u>This material does not include any records covered by The Retention Plan for USIA Records (Job Number NN-463-22, Item 5).</u> Disposition: Destroy 7 years after close of year in which created.		DISPOSAL APPROVED
2	Administrative records relating to transmission of the Press Wireless File. Consists of correspondence, requisitions, equipment maintenance records, reports relating to operation of equipment and other routine matters. <u>Does not include records documenting policy or effectiveness and evaluation of the program or content of the Wireless File.</u> Disposition: Destroy 5 years after close of the year in which created.		DISPOSAL APPROVED
3	Training Folders - case files of training of individual employees containing correspondence nominations, schedules and other related material. Disposition: Destroy 5 years after close of year in which training is completed.		DISPOSAL APPROVED

3 items

To NNF 15 Feb 73
Ret w/o obj. 21 Feb 73