					<del></del>	
REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-517-05-/			
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION			Date received			
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  1. FROM (Agency or establishment)			> / P / U S			
Broadcasting Board of Governors						
2. MAJOR SUBDIVISION			In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.  DATE ARCHIVIST OF THE UNITED STATES			
Office of the Associate Director for Program Support						
3. MINOR SUBDIVISION						
Office of Public Affairs						
4. NAME OF PERSON WITH WHOM TO CONFER 5.			Bla lor Aller Vainte			
Cathy A. Brown		(202) 203-4664				
6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,    X   is not required						
DATE SIGNATURE OF AGENCY REPRESENTATIVE			TITLE			
3/15/05 Cathy A. Brown . / Shows			Records Officer			
7. ITEM NO.	8. DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9. GRS SUPERSEDI CITATIO	ED JOB	10. ACTION TAKEN (NARA USE ONLY)	
	The Office of Pub	lic Affairs				
1.	The Office of Public Affairs p comprehensive public affairs component broadcasters. Somedia, drafting, editing and photography for printed and Maintains contact with U.S. a organizations to explain the their coverage of news event their coverage of news event warious sources, i.e., newspanith reference to the Broadcasters, a in general. Only BBG employed DISPOSITION AUTHORITY or when no longer needed, we					

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PREVIOUS EDITION NOT USABLE

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SA 8/15/05

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## REQUEST FOR RECORDS DISPOSITION AUTHORITY CONTINUED

2. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and work processing systems and used solely to generate a recordkeeping copy of the records covered by the other item(s) in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made.

**<u>DISPOSITION AUTHORITY</u>**: Destroy/delete within 180 day after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

<u>**DISPOSITION AUTHORITY**</u>: Destroy/delete when dissemination, revision, or updating is complete.

Concurrences:

seph O'Connell

Director

Office of Public Affairs

Gary Thatcher

Associate Director

Office of Program Support

Carol Booker

General Counsel

Office of the General Counsel

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