

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-306-88-7
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED	5/9/89
1 FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Programs		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Press and Publications Service			
4 NAME OF PERSON WITH WHOM TO CONFER Retta Graham-Hall	5 TELEPHONE EXT 485-7501		
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 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 5/2/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas H. Connor</i>	D TITLE A. Lee Humbert for Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
<u>PRESS AND PUBLICATION SERVICES</u>			
	NOTE: Records that are common to all offices are located in the back of this schedule.		
1.	Central Administrative Subject File - Consisting of telegrams, memoranda, correspondence, reports, and other documents of the Director, Deputy Director, Program Officer, and Policy Officer.  DISPOSITION: Destroy when 5 years old.		
2.	<del>Administrative Records - Relating to transmission of the Press Wireless File and consisting of correspondence, equipment maintenance records, requisitions, reports, etc., relating to the operation of equipment and other routine matters.  DISPOSITION: Destroy 5 years after close of year in which created. (NN 173-145, Item 2)</del>		
3.	<del>Deposit tickets for GPO deposit account.  DISPOSITION: Destroy 6 years and 3 months after period covered by account. (GRS 6, Item 1a)</del>		

PRESS DIVISION

4. Correspondence and Report Files - Files of each Press Division Branch pertaining to its own administration and operation, and related papers.  
  
DISPOSITION: Destroy when two years old.
5. Reports - Including weekly press reports.  
  
DISPOSITION: PERMANENT. Transfer to WNRC when 3 years old. Transfer to NARA when 20 years old.  
  
Volume on Hand: 1 cubic Foot  
Annual Accumulation: .2 cubic Feet
6. Wireless Files - Consisting of radio-teletype transmissions in bulletin form transmitted to overseas posts.  
  
(1) Branch Copy.  
  
DISPOSITION: Close file annually. Destroy when 5 years old. (NC 174-153, Item 1a)  
  
(2) All other copies.  
  
DISPOSITION: Destroy when of no further reference value (not more than one year after year in which transmitted) (NC 174-153, Item 1b).
7. ~~Press Coverage Daily file - Consisting of news stories, background, editorial comment, etc. received from Agency reporters at The White House, Congress, State Department, and other places in Washington as well as from reporters in other cities, and all other background or source material used in preparing the Press Wireless File.  
  
DISPOSITION: Destroy three months after receipt (retain any material having potential future use). (NC 174-153, Item 2)~~
8. Economic Report Working Papers - Cables in and out regarding economic conditions in post countries.  
  
DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

PUBLICATIONS DIVISION

9. Magazine History File - Reports, studies, memoranda, correspondence, and other documents detailing the history of the USIA publications program.

DISPOSITION: PERMANENT. Transfer to WNRC in 5 year blocks. Transfer to NARA when 20 years old.

Volume on Hand: 2 cubic feet  
Annual Accumulation: .1 cubic foot

10. Subject Files - Administrative and facilitative records maintained by the division chief.

DISPOSITION: Destroy when 5 years old.

11. Periodicals Files - Magazines and periodicals produced domestically by Press and Publication Service (examples: Dialogue, America Illustrated, Topic, etc.)

DISPOSITION: PERMANENT. Retain one copy of each issue of each magazine in each language published, together with English translation if available. Transfer to WNRC when 5 years old. Transfer to National Archives when 20 years old in 5-year blocks.

Volume on hand: 14 cubic feet  
Annual accumulation: 4 cubic feet

- ~~12. Editorial Files - Periodicals produced by USIA containing original manuscripts and annotated copies; tear sheets; layout slips; English texts; translations; duplicates of stories; correspondence and other material relating to the make up of each issue of the various magazines and periodicals published by the Agency for distribution overseas.~~

~~DISPOSITION: Destroy 6 years after year in which produced. (NCl-306-80-3, Item 10).~~

- ~~13. Picture Story File - Containing texts, reasearch material, correspondence, photographs, etc., (exclusive of copyright release) relating to picture stories produced by USIA and used in periodicals produced by the Agency. These folders are filed by story title. (Photographs are duplicated in the Master File).~~

~~DISPOSITION: Destroy 12 years after year in which produced. (NCl-306-80-3, Item 9)~~

14. ~~Production Folders - Containing layout-stat, type proofs, four-color proofs, work orders, correspondence and other material relating to production of domestically produced magazines or periodicals.~~

~~DISPOSITION: Destroy 2 years after close of year in which created. (NN 173-192, Item 7)~~

15. Field Produced Materials

a. Magazines and Periodicals

DISPOSITION: PERMANENT. Retain one copy of each magazine and periodical. Transfer to NARA when 5 years old. Destroy remainder when no longer needed. (NN 173-192, Item 4)

Volume: 12 cubic feet  
Annual Accumulation: 4 cubic feet

b. Pamphlets and leaflets.

DISPOSITION: PERMANENT. Retain one copy of each item. Transfer to NARA when 5 years old. Destroy extra copies when no longer needed. (NN 173-192, Item 2)

Volume on Hand: 12 cubic feet  
Annual Accumulation: 4 cubic feet

c. Posters.

DISPOSITION: PERMANENT. Transfer two copies of each poster to the National Archives as soon after printed copies are available. Destroy extra copies when no longer needed.

Volume on Hand: 5 cubic feet  
Annual Accumulation: 1 cubic foot

16. ~~Photograph Files - Photographs used in the production of USIA World or predecessor/successor Agency "house" periodicals.~~

~~DISPOSITION: PERMANENT. Transfer to WNRC in annual blocks 3 years after year produced. Transfer to NARA in 5 year blocks when 10 years old. (N1-306-86-1, item 4).~~

~~Volume on hand: 18.5 cubic feet  
Annual accumulation: 1 cubic foot~~

17. ~~Postal Records - For return receipt/certified mail and registered mail.~~

~~DISPOSITION: Destroy when 1 year old. (GRS 12, Item 5a)~~

18. ~~Masterfile Photographs - Color and/or black and white photographic prints acquired or produced by USIA for use in its information programs.~~

~~DISPOSITION: PERMANENT. Transfer inactive photographs which are at least 20 years old to NARA once every 5 years. (N1-306-86-1, Item 1)~~

Volume on hand: 488 cubic feet  
Annual accumulation: 16 cubic feet

19. ~~Original and Copy Negatives - Contains photos, illustrations, and pictures used in magazines.~~

~~DISPOSITION: PERMANENT. Transfer to WNRC when 3 years old with related photographs. Transfer to National Archives when 20 years old in 5-year blocks. (N1-306-86-1, Item 2).~~

~~Volume on hand: 9 cubic feet  
Annual accumulation: Less than 1 cubic foot~~

20. ~~Indexes to Master File Photographs -  
a) Index cards arranged alphabetically by subject.~~

~~DISPOSITION: PERMANENT. Transfer to NARA with the related photographs. (N1-306-86-1, Item 3a)~~

~~Volume on hand: 15 cubic feet  
Annual accumulation: 1 cubic foot~~

- ~~b) Index cards arranged numerically (shelf list cards.)~~

~~DISPOSITION: PERMANENT. Transfer to NARA with the related photographs.~~

~~Volume on hand: Included in 20a above.  
Annual accumulation: Included in 20a above.~~

- ~~c) Logbooks of Master File Photographs arranged numerically, showing title and subject matter of photographs entered in the master file, date of acquisition, and disposition actions.~~

~~DISPOSITION: PERMANENT. Microfilm the logbooks in accordance with 36 CFR 1230. Transfer a silver halide microfilm copy of the logbooks to NARA. Transfer to updated microfilm copies of the logbooks which are at least 20 years old, showing subsequent annotations and transfers of photographs, at 10 year intervals thereafter. Transfer the original logbooks (paper) when all photographs listed in a book have been transferred. (N1-306-86-1, Item 3c)~~

~~Volume on hand: 20 cubic feet  
Annual accumulation: 1 cubic foot~~

21. ~~Un-numbered or unused photographs filed under general categories and all other photographs not described in this schedule.~~

~~DISPOSITION: Destroy when 10 years old or no longer needed for program or reference purposes. (N1-306-86-1, Item 11)~~

22. ~~Staff and Stringer Photo Coverage - Photographic coverage of events and personalities by Agency or contract personnel.~~
- ~~a) Coverage which depicts significant events, personalities, and other subjects relating to the activities of the Agency in particular and American history in general, and which includes both photographic prints and negatives or transparencies.~~
- ~~DISPOSITION: PERMANENT. Transfer to the WNRC in annual blocks when 5 years old. Transfer to NARA in 5-year blocks when 10 years old. (N1-306-86-1, Item 6a)~~
- ~~Volume on hand: 28 cubic feet  
Annual accumulation: 3 cubic feet~~
- ~~b) Coverage which depicts insignificant events, personalities or other subjects, or which includes prints but does not include negatives or transparencies.~~
- ~~DISPOSITION: Destroy when 10 years old. (N1-306-86-1, Item 6b)~~
23. ~~Albums - Photograph albums prepared to document trips to the U.S. by heads of state and other foreign dignitaries, and trips abroad by U.S. presidents and other officials.~~
- ~~DISPOSITION: PERMANENT. Transfer to WNRC in annual blocks when 5 years old. Transfer to NARA in 5 year blocks when 15 years old. (N1-306-86-1, Item 4)~~
- ~~Volume on hand: 12 cubic feet  
Annual accumulation: 1 cubic foot~~
24. ~~Oversize photographs - Duplicates of photographs in the Master File.~~
- ~~DISPOSITION: Destroy when 20 years old or when no longer needed, whichever is sooner. (N1-306-80-3, Item 7)~~
25. ~~Photographs used in the production of America Illustrated and other Agency program publications. (These are duplicates of photographs in the Master File.)~~
- ~~DISPOSITION: Transfer to WNRC 5 years after year of publication. Destroy 10 years after year of publication. (N1-306-80-3, Item 8)~~

TEXT SERVICES

26. Periodic Progress Reports - Bi-weekly, weekly, monthly progress reports .  
DISPOSITION: Destroy when three years old.
27. Dateline America Publications - Contains a collection of stories taken from various non-USIA magazines, newspapers and periodicals produced by USIA.  
DISPOSITION: Destroy 6 years after year in which produced.
28. Feature Articles and Packets - Materials prepared by USIA for distribution to overseas posts with related transmittals and correspondence. Materials include reprints from current periodicals, articles prepared by persons outside the Agency (by-liners), and articles prepared by USIA staff.  
DISPOSITION: Destroy 6 years after year in which produced.
29. Copyright Files (other than film).  
DISPOSITION: Transfer to WNRC when 5 years old. Destroy when 20 years old.
30. Author Sheets Index - Consisting of copies of author sheets arranged alphabetically and used as an index to the Copyright Clearance Officer's copyright files.  
DISPOSITION: Destroy when superseded by computerized index.
31. Contracts and Copyright clearances - When maintained with photographs.  
DISPOSITION: Dispose of with related photos.

PRINTING DIVISION

32. ~~Field Requirements Branch Country Files - Consisting of office memoranda, telegrams, and other correspondence relating to field requirements for printing services.~~
- ~~DISPOSITION: Destroy two years after close of year in which created. (NN 173-192, Item 1)~~
33. ~~Correspondence with Regional Service Centers on routine operational and administrative matters, including supply requirements, etc.~~
- ~~DISPOSITION: Destroy two years after close of year in which created. (NN 173-192, Item 2)~~
34. ~~Periodic Reports from Regional Service Centers - Narrative Reports from the Regional Service Centers concerning staff and activities; consists mainly of copies. Also includes copies of printing accounts.~~
- ~~DISPOSITION: Destroy when two years old or no longer needed. (NCL-306-81-3 Item 1)~~
35. Printers Transmittal Slips - Requests concerning special shipments from printers.
- DISPOSITION: Destroy when 1 year old or no longer needed.
36. Printing and Equipment Branch Subject Files - Consisting of telegrams and other correspondence relating to production and distributing of specific books, pamphlets, posters, magazine, and other printed products.
- DISPOSITION: Review annually. Destroy job folder when book, pamphlet, etc., is obsolete or superseded.

RECORDS COMMON TO MOST OFFICES

37. ~~Office Administration Files - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services, and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.~~

~~DISPOSITION: Break file at end of the fiscal year. Destroy when 2 years old or when no longer needed, whichever is sooner. (GRS 23, Item 1)~~

38. ~~Personnel Files - Duplicate documentation of personnel files maintained outside Personnel Offices.~~

~~DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer. (GRS 1, Item 18)~~

39. Working Papers and Background Material - Project background records, such as studies, analyses, notes drafts, and interim reports.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.

40. Chronological Files - Extra copies of communications, correspondence, and other documents arranged in order of occurrence either alphabetically or by post, division or other method, and used as a general reading or reference file.

DISPOSITION: Destroy when purpose has been served (usually 1 year).

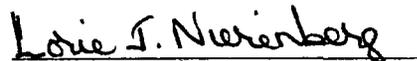
41. ~~Country Plans - Extra copies of Country Plans maintained as a set for reference purposes.~~

~~DISPOSITION: Destroy when three years old. (N1-306-87-2, Item 5b)~~

42. ~~General Procurement Files - Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, other than GRS 3, Items 1 and 12.~~
- ~~A. Procurement or purchase organization copy, and related papers.~~
- ~~(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.~~
- ~~DISPOSITION: Destroy 6 years and 3 months after final payment. (GRS 3, Item 3)~~
- ~~(2) Transactions of \$25,000 or less and construction contracts under \$2,000.~~
- ~~DISPOSITION: Destroy 3 years after final payment. (GRS 3, Item 3)~~

## Clearances:

  
Victor Olason, - P/P  
Director, Press and  
Publications Service

  
Lorie J. Nierenberg, GC  
Assistant General Counsel