

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NO. N1-377-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 7-6-99	
1. FROM (Agency or establishment) United States Travel and Tourism Administration		NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Victoria Kruk, DOC	5. TELEPHONE (202) 482-5344	DATE 9-13-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>2</u> 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/29/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Victoria A. Kruk</i>	TITLE <i>Dept. Records Mgt. Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		

SEP 22 1999

MNR

*Copy to Agency
BWC, NR
NWMD, NWMW*

1. Newspaper and Press Clipping Files, 1963-1973. 6 cubic feet.

Newspaper and press clippings arranged by subject and year that contain news media and press clippings and articles written about USTTA activities. This is a reference collection, and the clippings do not substantively document USTTA actions, decisions, or activities. Some press clippings are arranged in scrapbooks.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule, or during archival processing of other permanently valuable records after they have been transferred to the National Archives.

WNRC Accessions:

377-69A-2863 Press Clippings, Box 1, 1966-68.

377-70B-0132 Press Clippings, Box 2 (mixed), 1963-69.

Destroy clippings in 7 brown envelopes (approximately 6 cubic inches). The remaining 6 inches of records (Media Relations Manager/Information Officer Subject Files) have previously been scheduled as temporary records under NC1-377-77-1/40.

377-70B-3347 Press Clippings, Box 2, 1961-69.

377-70C-3347 Press Releases/Clippings, Partial Box 3, 1965-68.

Destroy only clippings. The remaining 6 inches of Press Releases are already scheduled as Permanent under NC1-377-77-1/49a.

377-076-0013 Press Clippings, Box 1, 1968-72.

377-76C-0013 Press Clippings, Box 4, 1973.

Justification:

The United States Travel Service (USTS) was established within the Department of Commerce to stimulate and encourage tourism to the United States. The Office of Information Services designed and implemented all USTS travel information, and worked to create programs to "sell" the United States to foreign travelers. In doing its work, the Office collected news articles regarding the promotion of travel in order to provide useful information to foreign and domestic travel editors, companies, and travel agents. USTS was renamed the United States Travel and Tourism Administration (USTTA) in October, 1981, and was abolished by statute on October 11, 1996.

Between 1963-1972 the Office of Information Services collected nearly 6 cubic feet of press clippings, and neatly arranged the bulk of them (by subject and thereunder chronologically by year) in scrapbooks and in large brown envelopes. Those scrapbooks and envelopes are now stored in 6 FRC boxes at WNRC.

When the initial Records Disposition Schedule for the USTS was approved in 1977, the clippings were scheduled as permanent under NC1-377-77-1/51 because it was thought "this material might very well prove to be of great value to researchers interested in the program or development of USTS." In 1989, Greg Bradsher completed a NN-WS Project Report in which he recommended that the clippings remain permanent under NC1-377-77-1/51 because he felt that these records

provided "evidence of and information about USTS programs and activities not always found in other series being retained."

As part of the WNRC End-of-the-Century Project, Job No. NC1-377-77-1 and Greg Bradsher's 1989 NN-WS P-95 Project Report were reviewed. Job No. N1-377-90-1, which resulted from the NN-WS project, was also reviewed. In addition, all 6 boxes of press clippings were inspected.

The clippings should be rescheduled for the following reasons. First, the clippings are reference materials that were collected by USTS, but were not produced by that agency. Second, the clippings do not show in any substantial way how decisions were made at USTS. Third, contrary to the NN-WS report, any information about USTS's programs and activities that might be found in these clippings, can also be found in the many other series that are scheduled as permanent and are preserved in the National Archives. Fourth, the future maintenance of these clippings will become a preservation problem. Although most of the clippings have been enclosed inside scrapbooks and envelopes since the 1960s, they are already fading and deteriorating. Any efforts to microfilm these clippings would not be cost effective due to their limited importance. Finally, these clippings should be rescheduled because of the evolving views of NARA archivists regarding reference material over the last two decades. When the initial Records Disposition Schedule was approved in 1977, the clippings were seen as having substantial informational value. The NN-WS report which was completed 12 years later, relied upon the initial schedule. The author of the NN-WS report, now agrees that more substantive information about USTS that is contained in the clippings will also be found in other permanently valuable records series.