

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	N11-59-88-2
1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF STATE		DATE RECEIVED	8/22/89
2 MAJOR SUBDIVISION Bureau of Public Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Betty Bates	5 TELEPHONE EXT 647-6018	DATE 11/16/89	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 15 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 8/21/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Kathleen M. Lannon]</i>	D TITLE Kathleen M. Lannon, Chief Records Management Staff
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p><b><u>ASSISTANT SECRETARY OF STATE FOR PUBLIC AFFAIRS</u></b> <b><u>(P)</u></b></p> <p><b><u>Special Assistant</u></b></p> <p><b><u>William T. Stone Files, 1942-1951.</u></b></p> <p>Arranged by subject. Memorandums of conversation, memorandums, chits, notes, speeches, reports, correspondence, minutes of meetings, agendas, telegrams, despatches, airgrams, content reports, debriefing reports, guidances, "official-informal" correspondence, policy statements, country papers, and other material.</p> <p>Volume on hand: 15 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 144-158</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p><u>OFFICE OF INTERNATIONAL INFORMATION AND CULTURAL AFFAIRS</u> (OIC)</p> <p><u>Records Relating to the Information and Cultural Program in the USSR and Satellites, 1945-1947</u></p> <p>Arranged by subject. Memorandums, correspondence, report, "Official-Informal" correspondence, activity reports, and other material relating to the information and cultural program in Bulgaria, Greece, Czechoslovakia, Hungary, Poland, Rumania, the USSR, and Yugoslavia.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-68A1414 box 401</p> <p>PERMANENT Transfer to the National Archives immediately.</p> <p><u>GENERAL MANAGER</u> (IE)</p>		
3.	<p><u>Subject Files, 1949-1951</u></p> <p>Arranged by subject and organizational element Memorandums, reports, correspondence, minutes of meetings, briefing material, telegrams, despatches, clippings, drafts, intelligence reports, memorandums of conversation, and other material relating to the International Information and Educational Exchange Program.</p> <p>Volume on hand: 8 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 118-125</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
4.	<p><u>Congressional Correspondence, 1946-1951.</u></p> <p>Arranged by subject or name of Congressman. Correspondence, reports, action sheets, memorandums, memorandums of conversation, press statements, and other material relating to</p>		

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5	<p>Congressional interest in the International Information and Educational Exchange Program.</p> <p>Volume on hand: 7 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 113-117 WNRC Acc. No. 59-63A217 boxes 127-128</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Records Relating to Congressional and Public Affairs, 1950-1951.</u></p> <p>Arranged by point of origin or destination. Memorandums, correspondence, clippings, and other material relating to Congressional and public affairs</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 126</p> <p>PERMANENT Transfer to the National Archives immediately</p>		
6.	<p><u>Policy Guidances, 1948-1952.</u></p> <p>Arranged chronologically. Daily and overnight guidance notes sent to Foreign Service Posts and Public Affairs Officers</p> <p>Volume on hand: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No 59-61A503 boxes 83-84</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
7	<p><u>Executive Staff</u> <u>IE/EX</u></p> <p><u>Subject Files, 1949-1951.</u></p> <p>Arranged by subject. Memorandums, correspondence, reports, memorandums of conversation, telegrams, airgrams, "official-informal" correspondence,</p>		

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	<p>operations memorandums, country papers, and other material relating to the International Information and Educational Exchange Program.</p> <p>Volume on hand: 5 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A6308 boxes 140-144</p> <p>PERMANENT. Transfer to the National Archives immediately</p>		
8	<p><u>Reference Material Collected for OIR Study by Young and Rubicam, 1950-1951</u></p> <p>One folder of country papers.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A867 box 132</p> <p>Destroy immediately.</p>		
9.	<p><u>Program Planning and Evaluation Staff (PRS)</u></p> <p><u>Records Relating to the Etawah Project and the Arthur Goodfriend Mission, 1950-1951.</u></p> <p>Arranged by subject. Correspondence, reports, briefing material, background material, memorandums, and other material. Records relate to the Etawah Project and the Arthur Goodfriend Mission</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A6308 box 144 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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10.	<p style="text-align: center;"><u>OFFICE OF INTERNATIONAL INFORMATION</u> (OII)</p> <p style="text-align: center;"><u>Office of the Director</u></p> <p><u>Subject Files, 1948-1952.</u></p> <p>Arranged by subject. Correspondence, reports, telegrams, airgrams, memorandums, memorandums of conversation, country papers, and other material relating to the policies and initiatives of the OII program.</p> <p style="padding-left: 40px;">Volume on hand: 4 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-61A503 boxes 115-118</p> <p>PERMANENT Transfer to the National Archives immediately.</p>		
11.	<p><u>Records Relating to the Organization, Background, and Operation of OII, 1945-1948.</u></p> <p>Arranged by subject. Correspondence, reports, memorandums, briefing material, telegrams, and other material relating to OII.</p> <p style="padding-left: 40px;">Volume on hand: 4 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-70A4521 boxes 428-431</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
12.	<p style="text-align: center;"><u>Division of International Press</u> <u>and Publications</u> (OII/INP)</p> <p><u>Subject Files, 1942-1952.</u></p> <p>Arranged by subject. Correspondence, reports, memorandums, memorandums of conversation, progress reports, reports, clippings, minutes of meetings and other material. These records relate to the policies, programs, and activities of the United States Government in the area of international press from its founding as part of OWI through its activities as part of OII.</p>		

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13.	<p>Volume on hand: 10 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-61A503 boxes 85-94</p> <p>PERMANENT Transfer to the National Archives immediately.</p> <p><u>Records Relating to Evidence of Effectiveness, 1950-1951.</u></p> <p>Arranged alphabetically by name of country. Memorandums, reports, Operations Memorandums, clippings, and other material relating to the effectiveness of printed U.S. propaganda.</p> <p>Volume on hand: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 159-160</p> <p>PERMANENT. Transfer to the National Archives immediately</p> <p style="text-align: center;"><u>Division of International Motion Pictures (OII/IMP)</u></p>		
14.	<p><u>Records Relating to Meetings, Conferences, and Conventions, 1938-1949.</u></p> <p>Arranged by conference, meeting, or convention Agendas, memorandums, minutes, summaries, correspondence, reports, memorandums of conversation, Departmental orders, and other material relating to meetings, conferences, and conventions relating to motion pictures</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-65A987 box 1279</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
15.	<p><u>Country Files, 1942-1949.</u></p> <p>Arranged by country. Memorandums, reports, airgrams, documents, correspondence, and other material relating to motion picture activities in</p>		

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16.	<p>Argentina, Australia, Austria, Belgium, Canada, Chile, Denmark, Germany, Great Britain, Greece, Japan, and Yugoslavia.</p> <p>Volume on hand: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A363 box 233 (partial)</p> <p>Destroy during archival processing.</p> <p><u>Miscellaneous Office Files, 1943-1945.</u></p> <p>Arranged by subject Reports, minutes, memorandums, vouchers, clippings, blank forms and other material.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A1149 box 923</p> <p>Destroy immediately.</p> <p style="text-align: center;"><u>OFFICE OF EDUCATIONAL EXCHANGE (OEX)</u></p>		
17.	<p><u>Administrative and Budget Files, 1947-1948.</u></p> <p>Arranged in three binders This body of material includes the budget presentation background for OEX for fiscal year 1948 The binders include a section devoted to documents giving authority for the program, material on the Russian and British information and cultural programs, correspondence and statements on the Department of State's proposal, a report by the American Society of Newspaper Editors, correspondence on the need for an information program, statements in support of the program, and other related material.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-69A6308 box 419</p> <p>PERMANENT. Transfer to the National Archives immediately</p>		

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18	<p style="text-align: center;"><u>Division of Overseas Information Centers (OEX/ICD)</u></p> <p><u>Subject Files, 1942-1951.</u></p> <p>Arranged by subject Memorandums correspondence, airgrams, documents, reports, lists, charts, and other material relating to the operation of information centers.</p> <p style="padding-left: 40px;">Volume on hand: 4 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A217 boxes 132-135</p> <p>Destroy immediately</p>		
19.	<p><u>Records Relating to the Far East, 1946-1950.</u></p> <p>Arranged by subject. Memorandums, telegrams, reports, correspondence, airgrams, memorandums of conversation, despatches, documents, and other material relating to activities in the Far East.</p> <p style="padding-left: 40px;">Volume on hand: 1 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A217 box 137</p> <p>PERMANENT. Transfer to the National Archives immediately</p>		
20.	<p><u>Records Relating to Germany and Austria, 1950-1952.</u></p> <p>Arranged by subject. Reports, newsletters, lists, correspondence, and other material. These records cover the public affairs program in Germany and Austria</p> <p style="padding-left: 40px;">Volume on hand: 1/2 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A217 box 139 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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21.	<p><u>Records Relating to the Knoll Project, 1951-1952.</u></p> <p>These records were generated in connection with a contract with Knoll Associates Inc. to prepare plans and specifications for redecorating and refurnishing USIS libraries and information centers in London and Milan. The project was abandoned for financial reasons.</p> <p>Volume on hand: 1/4 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 139 (partial)</p> <p>Destroy during archival processing.</p>		
22.	<p><u>Report on Bi- and Multi-National Cooperation in Germany, 1952.</u></p> <p>This report was prepared by Carleton Sprague Smith and Eric Neff and is commonly referred to as the Smith/Neff Report. Smith and Neff were sent over to investigate the potentialities of bi- and multi-national cooperation and to make recommendations on long term patterns for U.S support for institutions sponsored by other European countries.</p> <p>a. Record copy</p> <p>Volume on hand: 3 inches Annual accumulation: 0</p> <p>WNRC Acc No. 59-63A217 box 136</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>b Extra copies.</p> <p>Destroy during archival processing.</p>		
23.	<p><u>Photographs of Activities of Bi-National Cultural Centers in Latin America, 1943-1952.</u></p> <p>Photographs with captions of events, people, and exhibits at bi-national centers in Latin America. Included are files for Bogata, Quito, Ecuador, Lima, Caracas, La Paz, Valparaiso, Concepcion, and Santiago.</p>		

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24.	<p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc No. 59-63A217 box 138</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>Records Relating to the Music Program and Quarterly Reports, 1946-1952.</u></p> <p>Arranged by subject or type of records. Lists of music, memorandums, correspondence, and statistical quarterly reports. The records cover the activities of the music program and statistics on information centers.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 140</p> <p>Destroy immediately.</p> <p style="text-align: center;"><u>Special Projects Branch</u></p>		
25.	<p><u>Miscellaneous Country and Subject Files, 1945-1949.</u></p> <p>Arranged by subject or name of country. Correspondence, reports, instructions, circulars, and other material relating to the work of the Special Projects Branch</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-70A4521 box 425</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p style="text-align: center;"><u>Division of Libraries and Institutes (OEX/ILI)</u></p>		
26.	<p><u>Miscellaneous Files, 1946-1948</u></p> <p>Arranged by subject. The files include catalogs of books in USIS Libraries, old OWI reports, and other reports pertaining to library operations.</p>		

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27.	<p>Volume on hand: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A363 box 754 (partial)</p> <p>Destroy immediately</p> <p><u>Subject Files of Richard Heindel, 1945-1947.</u></p> <p>Arranged by subject. Memorandums, reports, correspondence, telegrams, and other material relating to overseas library operations.</p> <p>Volume on hand: 2 feet Annual accumulation: 0</p> <p>WNRC Acc. No 59-68A1414 boxes 1044-1045</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
28.	<p><u>Records Relating to Bi-national Centers and Institutes in Latin America, 1941-1948.</u></p> <p>Arranged by subject Agendas, memorandums, reports, project authorizations, newsletters, worksheets, memorandums of conversation, minutes, budgetary documents, and other material. The records relate to the operations of Bi-national Centers and Institutes in Bolivia, Chile, Colombia, Ecuador, Peru, Venezuela, and other Latin American countries.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-70A4521 box 408</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
29.	<p><u>Records Relating to Evidence of the Effectiveness of the Program in Germany and Austria, 1946-1950.</u></p> <p>Arranged by subject. Publicity notes, reports, memorandums, and examples of publications. These records relate to the effectiveness of the libraries and information centers in occupied Germany and Austria.</p>		

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30.	<p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-70A4521 box 426</p> <p>Destroy immediately</p> <p><u>Records Relating to Books and Libraries, 1943-1948.</u></p> <p>Arranged by subject. Reports, memorandums, minutes of meetings, and other material relating to joint projects of the American Library Association and the Library of Congress to supply books to foreign countries.</p> <p>Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 box 131</p> <p>Destroy immediately.</p>		
31	<p style="text-align: center;"><u>INTERNATIONAL INFORMATION ADMINISTRATION</u> <u>(IIA)</u></p> <p style="text-align: center;"><u>Office of Policy and Plans</u> <u>(IPO)</u></p> <p><u>South Asia, Near, and Middle East Subject Files, 1949-1952.</u></p> <p>Arranged by subject Memorandums, reports, recommendations, memorandums of agreement, documents, proceedings, agendas, and other material. The records relate, generally, to the Program of Truth, psychological warfare, coordination, and countering communist propaganda.</p> <p>Volume on hand: 1/2 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-66A363 box 233 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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32.	<p style="text-align: center;"><u>Program Planning and Analysis Staff</u> (PRS)</p> <p><u>Subject Files, 1949-1952.</u></p> <p>Arranged by subject. Operations memorandums, studies, memorandums, contracts, despatches, airgrams, telegrams, reports, drafts, action plans, and other material. These records relate to contracts, press evaluation, the Shouse Report ("Maximizing the Effectiveness of Radio in Latin America, May 1951), the Strategy of Freedom, the McCarran Report, plans for a war briefing room, the USIE evaluation manual, and public affairs activities in Germany and Austria.</p> <p style="padding-left: 40px;">Volume on hand: 1 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-70A4521 box 197</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
33.	<p style="text-align: center;"><u>International Broadcasting Service</u> (IBS)</p> <p><u>Records Relating to the Voice of America (VOA), 1959-1953.</u></p> <p>Arranged by subject. Memorandums, correspondence, reports, progress reports, and other material relating to the functions of IBS and VOA</p> <p style="padding-left: 40px;">Volume on hand: 2 feet Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No 59-63A217 boxes 129-130</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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34.	<p style="text-align: center;"><u>Field Programs, Office of Near Eastern, South Asian, and African Programs, Near East Branch (IFI/N)</u></p> <p><u>Near East Subject Files, 1942-1951.</u></p> <p>Arranged by subject. Memorandums, reports, correspondence, Operations Memorandums, and other material relating to information activities and cultural relations in the Near East.</p> <p style="padding-left: 40px;">Volume on hand: 1 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A217 box 141</p> <p>PERMANENT Transfer to the National Archives immediately</p>		
35.	<p><u>South Asian Subject Files, 1947-1952.</u></p> <p>Arranged by subject. Memorandums, reports, policy papers, correspondence, guidances, memorandums of conversation, and other material covering information program activities in South Asia,</p> <p style="padding-left: 40px;">Volume on hand: 1/3 foot Annual accumulation: 0</p> <p style="padding-left: 40px;">WNRC Acc. No. 59-63A217 box 142 (partial)</p> <p>PERMANENT. Transfer to the National Archives immediately</p>		
36.	<p><u>Southeast Asian Subject Files, 1944-1952.</u></p> <p>Arranged by subject. Correspondence, "official-informal" correspondence, memorandums, reports, and one envelope (63A217/142) containing correspondence, Operations Memorandums and enclosures, and other material. The records cover subjects such as the Fulbright Program, propaganda, covert action in Southeast Asia, FBIS and radio monitoring, books, attitudes toward the Marshall Plan, relations with the news media, Indochina, Indonesia, Malaya, and Thailand.</p> <p style="padding-left: 40px;">Volume on hand: 1 foot Annual accumulation: 0</p>		

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37.	<p>WNRC Acc. No. 59-63A217 box 142 (partial) WNRC Acc. No. 59-65A185 box 100</p> <p>PERMANENT. Transfer to the National Archives immediately</p> <p style="text-align: center;"><u>Field Programs, Germany</u> <u>(IFI/G)</u></p> <p><u>Subject Files, 1944-1950.</u></p> <p>Arranged by subject Correspondence, studies, documents, reports, memorandums, and other material relating to the information program in Germany.</p> <p style="padding-left: 40px;">Volume on hand: 1 foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-63A217 boxes 142 (partial) - 143</p> <p>PERMANENT. Transfer to the National Archives immediately</p>		