



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document:      Emails Concerning Preservation of Historical United States Information Agency (USIA) Records, 2008-2009

Request date:                      14-September-2011

Released date:                    17-September-2014

Posted date:                      27-October-2014

Source of document:            Freedom of Information Act Request  
Office of Information Programs and Services  
A/GIS/IPS/RL  
US Department of State  
Washington, DC 20522-8100  
Fax:    (202) 261-8579  
[Online Electronic FOIA Request Submission](#)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



United States Department of State

*Washington, D.C. 20520*

**SEP 17 2014**

Case No. F-2011-07108

Segment: IPS001

In response to your request dated September 14, 2011 under the Freedom of Information Act (Title 5 USC Section 552), we have initiated a search of the following Department of State record systems: the Office of Information Programs and Services (IPS).

The search of the records of the Office of Information Programs and Services has been completed and has resulted in the retrieval of 14 documents responsive to your request. After reviewing these documents, we have determined that 10 may be released in full, one may be released with excisions, and one must be withheld in full. All released material is enclosed.

A decision on the remaining two documents requires intra-agency coordination. That material has been referred to another government office for further review to assist us in making a final determination.

The material in the excised portions of one of the documents released in part is of such a nature that its release would constitute a clearly unwarranted invasion of personal privacy. As such, it is exempt from release under subsection (b)(6) of the Freedom of Information Act.

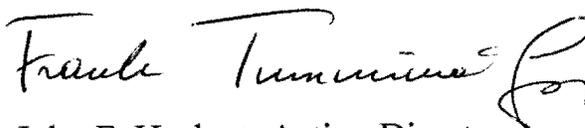
An enclosure explains Freedom of Information Act exemptions and other grounds for withholding material. Where we have made excisions, the applicable exemptions are marked on each document. Of the one document withheld in full was withheld under exemption (b)(5).

With respect to material withheld by the Department of State, you have the right to appeal our determination within 60 days. A copy of the appeals procedures is enclosed.

The Freedom of Information Act provides for the recovery of the direct costs of searching for and duplicating records requested for non-commercial use. No charge is made for the first two hours of search time or the first one hundred pages of duplication. Total fees in this case are \$152.00, representing: an additional two hours of executive search time @ \$76.00 per hour. However, given that you were not informed that your search request would exceed the \$35.00 you agreed to pay, total fees due are \$35.00. Please make your check or money order payable to the Treasurer of the United States, and mail it to the Office of Information Programs and Services, Room 8100, SA-2, Department of State, Washington, D.C. 20522-8100. Be sure to write the case number on your check or money order.

We will keep you informed as your case progresses. If you have any questions, you may write to the Office of Information Programs and Services, SA-2, Department of State, Washington, DC 20522-8100, or telephone us at (202) 261-8484. Please be sure to refer to the case number shown above in all correspondence about this case.

Sincerely,

A handwritten signature in cursive script, appearing to read "John F. Hackett".

John F. Hackett, Acting Director  
Office of Information Programs and Services

Enclosures:  
As stated.

RELEASED IN FULL

I2

**Kelliher, Cornelius V**

---

**From:** DiPasquale, Domenick R  
**Sent:** Wednesday, May 21, 2008 4:08 PM  
**To:** Kogok, Robert A; Kelliher, Cornelius V  
**Subject:** Historical USIA Archive Collection

Hi Bob and Cornelius:

For the time being, let's keep this message just between us, please.

If I understood you correctly when we had our meeting at IIP last week, you said that the collection of historical USIA material that Martin Manning has assembled into an unofficial archive could go straight to the National Archives, and that NARA would take care of sorting through and categorizing it.

I took my first in-depth look at this archive yesterday, which is located on the ground floor of SA-44 in what used to be the old USIA library. It consists of approximately 20 or so cartons, together with several tubes of posters. I found nothing classified. There are apparently another 25 or 30 cartons that Martin has collected which are being held in a storage unit in SA-44's basement garage, but it seems these cartons may hold more in the way of working files or less valuable historical material.

I am not certain what officially constitutes material historical enough to go directly to NARA, but from my first look at the 20 cartons in the library, there appears to be a significant amount of material that I somehow doubt would qualify. There are, for example, binders with the old USIA Manual of Administration; folders on the 2000 and 2001 NetDiplomacy conference sponsored by USIA; loose newspaper clippings; lots of files on, for example, the USIA library program that seem pretty run of the mill to me, etc. There are also several dozen envelopes of photographs that have absolutely no identification of date, event, or people in them.

However, I did find a fair amount of items that I assume would be considered historical. These include bound and unbound copies of USIA magazines, such as "America Illustrated", the Agency's Russian-language magazine during the Cold War; the apparently complete collection of USIA's scholarly journal "Problems of Communism", and "Topic" magazine for Africa. Some of this dates back to the 1950's (Problems of Communism), but most of it seems to be from the 1970's and 1980's. There were also a couple of bound copies of USIA foreign opinion polling in East Asia (1955-57) and Latin America (1962-64); four folders with biographical profiles as far back as the 1960's of U.S. and foreign members of Fulbright binational commission members in 30+ countries; and a whole carton of material related to the evacuation and resettlement of South Vietnamese employees of USIA following the fall of Saigon.

This is just a snapshot, obviously, not an all-inclusive list. I moved most of what I listed in the above paragraph to a more secure space for safekeeping, since the old USIA library is being literally dismantled. But my questions remain. What do you suggest is the best way for us to proceed? Are there any specific guidelines for what can go directly to NARA in a case like this, in terms of type of material (i.e., what makes it "historical"?), age, degree to which contents are identifiable, etc.? Would it be helpful for us to make a first attempt to separate the wheat from the chaff, and if so, should we draw up even a basic inventory of what we consider historical?

When you get a chance, I'd appreciate your take on any and all of the above.

Thanks,  
Domenick

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

RELEASED IN FULL

I5

**Kelliher, Cornelius V**

---

**From:** DiPasquale, Domenick R  
**Sent:** Wednesday, June 04, 2008 2:10 PM  
**To:** Kogok, Robert A; Kelliher, Cornelius V  
**Subject:** Partial List of Historic USIA Material in the Manning Collection  
**Attachments:** Manning USIA Collection.doc

Hi Bob and Corny:

In the hope that it may help you two and David Langbart in advance of next Wednesday's inspection of the historic USIA material amassed by Martin Manning, I am sending you the attached document. I would appreciate it if you could pass this list on to Mr. Langbart. It lists the material I have found in the collection that to my amateur eye appears to be of some historic significance and which the National Archives might be interested in. All this material has been separated by me and placed for safekeeping in a small ground floor office off the former USIA library in SA-44 (the old library was recently dismantled, and the space apparently is going to be temporarily used for storing surplus furniture).

This is admittedly very much a partial list. This material was easy to find and separate out; there is much, much other material that is all sort of jumbled together. Some of this other material may be of value to the National Archives, but I suspect a lot will not be. If I get the chance between now and next Tuesday, I will see if I can find anything else that would appear to have historic significance.

As I mentioned to you previously, following the inspection of the Manning collection, you and Mr. Langbart might want to come upstairs to the fourth floor (I think Mr. Langbart will have to go through building security for this) to check out about 50 or so USIA paper shows dating back to the mid 1970's that one of our IIP graphic designers, Diane Woolverton, has been safeguarding for quite some time.

Final note: the air in the library is rather warm and a bit stuffy, so I would dress accordingly on Wednesday.

Regards,  
Domenick

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

I8

RELEASED IN FULL

Proposed WAR Items for June 2008

**Former USIA Historical Records Found at SA-44:** The IPS Records Management Staff was recently contacted about the discovery of historical records of the former United States Information Agency (USIA) in several locations at SA-44. Three IPS records managers accompanied by a NARA appraisal archivist attempted to review the materials at SA-44. The records were spread over four different areas of the building, all of which were vacated, dark, hot, filthy and contained loose records and locked safes and cabinets. In addition the areas were filled with debris making it virtually impossible to make a complete and accurate assessment. IPS Records Managers were able to identify permanent record program files, as well as records from world-wide exhibits and the former USIA Historical Collection (so called Manning Collection). The IPS representatives instructed the Bureau of International Information Programs (IIP) staff to have Diplomatic Security open locked containers to determine their content and whether classified records were included. IIP staff will then box and list all of the records and send them to the Records Service Center where a proper assessment of value and disposition will be made.

**Archivist Approves Records Disposition Schedule:** The Archivist of the United States has approved an SF-115 (Request for Records Disposition Authority) for the Bureau of Population, Refugees and Migration, Office of Admissions (PRM/A). The schedule includes the electronic record system WRAPS (Worldwide Refugee Admissions Processing System) used to track refugee applicants through the various stages of the program. PRM/A staff have been briefed on the use of the schedule and the schedule has been implemented.

REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer

RELEASED IN FULL

17

**Kelliher, Cornelius V**

---

**From:** DiPasquale, Domenick R  
**Sent:** Wednesday, June 18, 2008 3:05 PM  
**To:** Kogok, Robert A; Kelliher, Cornelius V  
**Subject:** First Take on the Manning USIA Collection  
**Attachments:** DS 693 - Manning USIA Collection I.doc

Hi Bob and Corny:

Since our meeting at SA-44 a week ago today with David Langbart to inspect Martin Manning's collection of historical USIA material, I am pleased to tell you that there has been progress. I've brought up from the ground-floor library all the items I had put aside in the small side office. Our general services officer Reta Champion has provided me regulation archiving cartons, and I now have 11 of them filled, with a couple of more completed cartons likely by the end of this week. There's still a long way to go, but it is at least a start.

I'm sending you as the Word attachment the list of contents that I've drawn up for these 11 cartons, which I will also use on the DS-693 form. Almost none of the contents are in files per se; rather, they include bound volumes of magazines, binders of Fulbright material, etc. I believe David is OK with this approach, and he also told me to keep different kinds of material in separate boxes even if they don't completely fill the cartons. When I think the first tranche of such material is ready for pick-up, I'll be in touch with you two and David to see how you all want me to proceed.

I am currently working my way through the first set of actual files, those related to the evacuation and resettlement in the United States of the South Vietnamese USIA employees in the early 1990's. They come from the USIA General Counsel's Office and are in such a jumbled, disorganized state as to thoroughly discredit the belief that lawyers have highly organized minds. I am putting them in order, and throwing out tons of duplicate material as I go along, but it is slow going. Still, it is fascinating material and of great historical value -- some future graduate student writing his theses on this topic is going to owe me big time.

As I mentioned, it now turns out I will be here at SA-44 until the end of August, but after the end of next week I will probably be doing archiving work the equivalent of only one day a week.

Regards,  
Domenick

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

RELEASED IN FULL

F9

**Kelliher, Cornelius V**

**From:** DiPasquale, Domenick R  
**Sent:** Tuesday, July 22, 2008 3:16 PM  
**To:** Kogok, Robert A; Kelliher, Cornelius V  
**Cc:** Yemelyanov, Katherine H; Champion, Reta G; Hesselton, Laura E  
**Subject:** Update on Status of Archiving at IIP  
**Attachments:** DS 693 - Manning USIA Collection I.doc

Hi Bob and Corny:

Long time no talk, therefore I thought it might be useful to update you on a few archiving-related issues.

I'll start with a question. David Langbart provided me the information on which USIA magazine are already in the possession of the National Archives. It turns out, therefore, that the relatively complete bound sets of such publications as America Illustrated and Problems of Communism that were in the Manning collection are duplicates. We definitely do not want to just throw them out, which would seem almost criminal, but rather donate them to an appropriate academic institution here in the United States, probably one that has some sort of center for Russian, international affairs, and/or public diplomacy studies. Can you tell me what steps we need to take in terms of USG/State regulations to make such a donation?

Second, you received from me at the end of June the draft archiving schedules for seven of the eight offices within IIP. I'm just waiting for Martha Chaconas to give me some necessary language for the Office of Web Management that she directs. I'm wondering if you've had a chance to look at these drafts yet and have any reaction.

Third, I've worked out with the U.S. Embassy in New Delhi for them to send me their entire duplicate collection of "Span" magazine which they produce there in the field. This shipment of 445 volumes covers the period from the magazine's inception in 1960 to the end of 1999; the first half of the shipment just arrived today. FYI, the magazine is still in production, and as of 2003 produced in Hindi and Urdu as well as English. Can these issues of Span go directly to NARA's permanent storage facility, which I take it requires an SF-258 form? If so, who completes the form?

Fourth, Nick Natanson and I have tentatively arranged for him to come over to our building on Monday, August 4, to pick up all the visual material from the old USIA exhibits service that's been uncovered so far. At this point it looks as if that will include about 15 cubic feet of slides and photos in standard archiving boxes, 16 tubes with designs and floor plans of USIA exhibits, and a few flat cartons' worth of USIA paper shows.

Fifth I have drafted an admin memo, based on a message we received from David Langbart following his visit here, that will go out from either the head of this bureau or the head of our executive office to all employees in IIP about the importance of archiving. A couple of offices within this bureau have already gotten the gospel and are taking the issue pretty seriously; the Speakers Office (which by far has the most files) has used a summer clerical intern and an evacuee to get several hundred or more files on individual Speaker programs ready to be archived.

Finally, I'm sending you as the attached Word document the updated compilation of everything found to date in the Manning collection and elsewhere that has been sorted, cataloged, and packed in regulation archiving boxes. Of course, the figure of 33 boxes is slightly misleading, in that 15 of them will be picked up by Nick Natanson and an additional 14 are filled with magazine that we will presumably now be donating elsewhere. Still, it all represents progress!

I'll wait to hear back from you on the various questions I've raised.

Regards,  
Domenick

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

**Kelliher, Cornelius V**

---

**From:** DiPasquale, Domenick R  
**Sent:** Wednesday, July 23, 2008 8:52 AM  
**To:** 'David Langbart'  
**Cc:** Kelliher, Cornelius V; Kogok, Robert A  
**Subject:** RE: USIA Publications

David: Nick Natanson in fact sent Bob Kogok on July 7 two SF-258 forms for the visual material he will be picking up from us in early August. -- Domenick

-----Original Message-----

**From:** David Langbart [<mailto:David.Langbart@nara.gov>]  
**Sent:** Wednesday, July 23, 2008 6:27 AM  
**To:** DiPasquale, Domenick R  
**Cc:** Kelliher, Cornelius V  
**Subject:** RE: USIA Publications

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

Domenick-

One thing that came to mind immediately is that you need to make sure that the Department Records Officer has signed one or more SF 258s for the materials that Nick will be picking up. Check with Bob and Cory on that.

I'll get back to you, I hope later today when I am back in the office, on other things.

David

>>> "DiPasquale, Domenick R" <[DiPasqualeDR@state.gov](mailto:DiPasqualeDR@state.gov)> 7/22/2008 3:12 PM

>>> >>>

Hi David:

Thank you very much for the information on which USIA magazine collections are already at the National Archives. It appears that you pretty much have everything, although I never knew that America Illustrated was published in Polish. Given this information, we will work with Bob Kogok and Cory Kelliher to see how to go about making a donation of the surplus magazine collections that were in the Manning archives. I imagine there must be any number of U.S. universities with Russian, international affairs, and/or public diplomacy studies centers that would be very interested in them.

On another magazine issue: I've worked out with the U.S. Embassy in New Delhi for them to send me their entire duplicate collection of "Span" magazine which they produce there in the field. This shipment of 445 volumes covers the period from the magazine's inception in 1960 to the end of 1999; the first half of the shipment just arrived today. FYI, the magazine is still in production, and as of 2003 produced in Hindi and Urdu as well as English. I'll check with Bob and Cory, but I'm guessing these issues of Span might be able to go directly to NARA's permanent storage facility.

Just to bring you up to date on a few other archiving matters, Bob and Cory received from me for their review about a month ago the draft archiving schedules I came up with for seven of the eight offices within IIP (I'm waiting for some language from the eighth office before I can send that schedule off to them as well) covering the post-State/USIA consolidation era from FY-2000 forward. I haven't yet heard back anything on this from either Bob or Cory.

Nick Natanson and I have tentatively arranged for him to come over to our building on Monday, August 4, to pick up all the visual material from the old USIA exhibits service that's been uncovered so far. At this point it looks as if that will include about 15 cubic feet of slides and photos in standard archiving boxes, 16 tubes with designs and floor plans of USIA exhibits, and a few flat cartons' worth of USIA paper shows.

I have also drafted an admin memo, based on your recent message, that will go out from either the head of this bureau or the head of our executive office to all employees in IIP about the importance of archiving. A couple of offices within this bureau have already gotten the gospel and are taking the issue pretty seriously.

Finally, I'm sending you as the attached Word document the updated compilation of everything found to date in the Manning collection and elsewhere that has been sorted, cataloged, and packed in regulation boxes. Of course, the figure of 33 boxes is slightly misleading, in that 15 of them will be picked up by Nick Natanson and an additional 14 are filled with magazine that we now presumably will be donating elsewhere. Still, it all represents progress!

Regards,  
Domenick

**Kelliher, Cornelius V**

---

**From:** DiPasquale, Domenick R  
**Sent:** Friday, July 25, 2008 1:39 PM  
**To:** Kogok, Robert A; Kelliher, Cornelius V  
**Cc:** 'David Langbart'; 'Nicholas Natanson'; Champion, Reta G  
**Subject:** Round-up of Material to be Archived at IIP

**All:** **REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

In view of the ongoing Indiana Jones-style search for lost treasures here at IIP over the past few months, I thought it might help if I clarify the distinct general categories of what we've found to date and how we plan to handle its archiving. I will be preparing a separate DS-693 form for each of the following four categories.

**A) Historic USIA material to receive special review by State's records management office prior to transfer to NARA:**

1. Visual material from USIA Exhibits Service and I Bureau's former Electronic Media Office:

This is the material that Nick Natanson was planning to pick up in early August but that now, per instructions from Bob, will go via normal procedures to State for a special review prior to being released to NARA. I hope to have this all ready for pick-up by mid-August.

Contents will consist of approximately 12 to 15 standard archiving cartons of photos, slides, tapes, etc.; 16 tubes of exhibits drawings and floor plans; and an as-yet unspecified number of large flat cartons of posters and paper shows from Diane Wolverton's collection.

2. Embassy New Delhi SPAN Magazine collection, 1960-1999:

This is the collection of SPAN magazine, published at post by USIS and sold commercially in India. Embassy New Delhi has sent us its duplicate historical collection for safekeeping purposes. It will likewise go to State for a special review prior to being released to NARA. The DS-693 for this material will be prepared and sent by early next week.

Contents consists of six standard archiving cartons filled with the bound volumes of SPAN magazine (six to seven years per carton).

**B) USIA material to be archived according to regular procedures:**

3. Miscellaneous USIA historical files

This consists at present of four standard archiving carton's worth of files culled out from the Manning collection and elsewhere. It covers a variety of material: general information about USIA, as well as material from Exhibits, the General Counsel's Office, and the Speaker program in general. I will send the DS-693 for this material in the second half of August, since I'd first like to see whether there is more material of this nature lying about.

4. Ampart/Speaker files

During the IIP reorganization last year, the Speakers (formerly called AmParts, or American Participants) Office successfully archived 27 cartons' worth of files on individual Ampart/Speaker programs in the 1990s related to democracy, human rights, and other political topics. The current director of the Speaker office has followed up on that effort by using some temporary help to collect and organize files on other individual Ampart/Speaker programs in the 1990s in such fields as international relations, economics, etc. This effort may be finished in the second half of August, at which point a DS-693 will be prepared and sent. At a minimum there will be 12 to 15 standard archiving cartons of such files.

**C) Miscellaneous**

We have 15 cartons' worth of collections of old USIA magazine, chiefly Problems of Communism, the Russian-language America Illustrated, and Topic, which was distributed in Africa. David has confirmed that NARA already has its own

collection of these magazines. Accordingly, we will withdraw these 15 cartons from archiving consideration and retain them here in IIP for eventual donation to an academic institution.

Regards,  
Domenick

717

**Kelliher, Cornelius V**

---

**From:** DiPasquale, Domenick R  
**Sent:** Friday, May 01, 2009 10:33 AM  
**To:** 'David.Langbart@nara.gov'  
**Cc:** Kelliher, Cornelius V; Kogok, Robert A; Deak, Mofid; Higgins, Carla K  
**Subject:** USIA Arabic Language Magazines "Al-Majal" and "Al-Hayat Fi America"

Hello David:

I am writing to you at the suggestion of Corny Kelliher; you may remember me from last year when you came to SA-44 (the old USIA building) to examine the collection of historic USIA material that was still held in this building. The two successor bureaus of USIA that were merged into State in 1999 (IIP and ECA) are moving to a new location this summer, and I am back at IIP to help with, among other things, salvaging and archiving as much of this historic material from IIP and its predecessors as possible before we vacate the building.

We have come across a reasonably complete collection of bound volumes of three Arabic-language magazines published by USIA from the early 1960s to the early 1990s. With some help from one of our Arabic-language specialists, Mofid Deak, I can provide you the following descriptions:

**Al-Hayat Fi America (Life in America)**

No dates are listed for individual issues of this magazine, but to judge by the contents they were published from the early though mid-1960s. There are four bound volumes (Issues 1-12, 13-24, 25-36, and 37-43). Al-Hayat appears to be a monthly magazine.

**Al-Nahda (Renaissance)**

Again, no dates are listed for individual issues of this magazine, but the contents appear to place it circa 1968-1969. There are two bound volumes (Issues 1-12 and 13-19) covering the year and a half of its existence.

**Al-Majal (Horizon)**

This monthly magazine was published from 1971 to 1993. We have a complete set of bound volumes covering all years from 1971 to 1990, minus 1976. We apparently do not have the issues from the final three years of 1991 to 1993.

I would appreciate it if you could let me know if NARA has these magazines in its collection. If not, and if you would like to receive them, please let me know the best way to transfer them.

Regards,  
Domenick DiPasquale

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

**Kelliher, Cornelius V**

---

**From:** David Langbart [David.Langbart@nara.gov]  
**Sent:** Monday, May 11, 2009 2:15 PM  
**To:** DiPasquale, Domenick R  
**Cc:** Deak, Mofid; Higgins, Carla K; Kelliher, Cornelius V; Kogok, Robert A  
**Subject:** Re: USIA Arabic Language Magazines "Al-Majal" and "Al-Hayat FiAmerica"

Domenick-

Sorry it has taken me so long to get back to you.

NARA already holds complete collections of those three magazines. You may treat the copies you hold as non-record materials.

Thanks for checking with us! Let me know if you have further questions.

All the best,  
 David

>>> "DiPasquale, Domenick R" <DiPasqualeDR@state.gov> 5/1/2009 10:33 AM

>>>

Hello David:

I am writing to you at the suggestion of Corny Kelliher; you may remember me from last year when you came to SA-44 (the old USIA building) to examine the collection of historic USIA material that was still held in this building. The two successor bureaus of USIA that were merged into State in 1999 (IIP and ECA) are moving to a new location this summer, and I am back at IIP to help with, among other things, salvaging and archiving as much of this historic material from IIP and its predecessors as possible before we vacate the building.

We have come across a reasonably complete collection of bound volumes of three Arabic-language magazines published by USIA from the early 1960s to the early 1990s. With some help from one of our Arabic-language specialists, Mofid Deak, I can provide you the following descriptions:

Al-Hayat Fi America (Life in America)

No dates are listed for individual issues of this magazine, but to judge by the contents they were published from the early though mid-1960s.

There are four bound volumes (Issues 1-12, 13-24, 25-36, and 37-43).

Al-Hayat appears to be a monthly magazine.

Al-Nahda (Renaissance)

Again, no dates are listed for individual issues of this magazine, but the contents appear to place it circa 1968-1969. There are two bound volumes (Issues 1-12 and 13-19) covering the year and a half of its existence.

Al-Majal (Horizon)

This monthly magazine was published from 1971 to 1993. We have a complete set of bound volumes covering all years from 1971 to 1990, minus 1976. We apparently do not have the issues from the final three years of 1991 to 1993.

I would appreciate it if you could let me know if NARA has these magazines in its collection. If not, and if you would like to receive them, please let me know the best way to transfer them.

Regards,  
Domenick DiPasquale

**Kelliher, Cornelius V**

**From:** DiPasquale, Domenick R  
**Sent:** Friday, August 21, 2009 10:46 AM  
**To:** Curtin, Jeremy F; Hesselton, Laura E; Yemelyanov, Katherine H; Champion, Reta G  
**Cc:** MacInnes, Duncan H; Margolis, Jonathan A; Elder, Christine A; Kogok, Robert A; Kelliher, Cornelius V; Manning, Martin J  
**Subject:** Current Status of Archiving at IIP

All:

Before my latest stint here at IIP winds down, I thought it might be useful to give you a progress report on the status of archiving at IIP. There are two elements to this: A) the creation of the new records disposition schedule for each of the eight individual offices within IIP to cover material created in the post-consolidation era from FY-2000 onward, and B) the ongoing effort to go through and archive as necessary the backlog of substantive material, both that generated within IIP and its predecessors as well as the 'legacy' material inherited from different USIA elements.

#### 1. Draft Records Disposition Schedules for IIP

Completion of the draft records disposition schedule for IIP offices is proceeding apace; the current status is as follows:

NARA (National Archives) records appraisers have come to IIP for the required on-site review of draft schedule for the following IIP offices, which is the last step in the approval process:

- Office of the Coordinator
- Policy Office
- Regional Offices
- Office of Speakers
- Office of Publications

NARA has the draft version of the schedule for the following offices but has not yet scheduled the on-site review:

- Office of Current Issues
- Office of Information Resources

State's Records Management Office is reviewing the draft schedule for the following office prior to sending it to NARA:

- Office of Web Management

#### 2. Archiving of IIP and Legacy USIA Material

The effort underway at IIP since 2007 to sort through voluminous holdings of material in SA-44, both that generated from within IIP and its predecessor bureaus as well as the legacy USIA material from a variety of sources, has managed to clean house and allow IIP to move to SA-5 with what is essentially a clean slate. A total of 172 boxes of material have been archived in the past two years and sent off to State's records service center in Newington for eventual transfer to the National Archives. Nearly half this material, 83 boxes, came from the Speaker Office as it archived several thousand Speaker files from the early 1990s to 2006. That office deserves a particular commendation for the concerted effort by all its staff in accomplishing this. We also managed to archive a rather complete set of the different materials produced by the Publication Office. This includes approximately 240 print publications (English and foreign language) from the past 25 years; all Electronic Journals from 1996 to 2006; a complete set of "HI" magazine; and the majority of paper shows produced in the last 20 years.

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**

The legacy USIA material was primarily from the former USIA Exhibits Service and had been sitting in the P-2 basement storage room ever since the Exhibits Service was abolished in 1994. In all, 44 boxes of exhibits material were archived, including an estimated 175 of the comprehensive final reports prepared for each showing of an exhibit in a specific city. Because USIA exhibits were sent primarily to the USSR and Eastern Europe, this material will be valuable for researchers studying the Cold War (I am aware, for example, of one academic already using it to write a book on the history of USIA exhibits in the Soviet Union).

In addition to all this material eventually destined for the National Archives, we were able to donate to leading academic institutions a number of important collections of USIA magazines surplus to NARA's needs. In 2008 Lynne Scheib and Martin Manning arranged the donation of bound volumes of America Illustrated, Topic, and Problems of Communism to the University of Southern California's public diplomacy center. This year, thanks to Carla Higgins' efforts, IIP's Near Eastern office donated its set of bound USIA Arabic-language magazines such as Al-Majal to UCLA. In addition, Lynne Scheib personally transported to Georgetown University a dozen cartons of old Soviet-era Russian-language reference books no longer needed by IIP's European office.

I appreciate the support all of you gave me in this effort to get a handle on archiving at IIP, and I found it personally and professionally satisfying to be able to salvage a small piece of American history.

Regards,  
Domenick

124

**Kelliher, Cornelius V**

**From:** DiPasquale, Domenick R  
**Sent:** Wednesday, August 12, 2009 8:50 AM  
**To:** Kogok, Robert A; Kelliher, Cornelius V  
**Subject:** SA-44 Swan Song for Archiving

Hi Bob and Corny:

Thank you both for the very, very nice note you each have sent me in the past day or two concerning my contribution to helping get IIP's archiving in order. I am glad that I was able to maintain enough of a presence at IIP in my three separate WAE stints there from 2007 onward to A) get the drafting of the new records disposition schedule for the bureau to the almost-completed stage, and B) make a very serious dent in the backlog of material at IIP that needed to be sorted out, categorized, and archived. In particular, an amazing amount of progress was made in cleaning out the basement storage room that held so much of the USIA legacy, in particular from the former Exhibits Service whose products were such a major part of the Agency's activities in the Soviet bloc during the Cold War. It was rather fulfilling to be able to save that small piece of history. By my count, we have been able to archive an overall total of 170 cartons of USIA and IIP material these past two years.

I will definitely be at IIP all of this week and most likely all of next week. The Records Service Center is picking up 18 boxes of assorted archival material (USIA speaker files, publications, and research reports) from me this Friday, and I will then have about the same number of boxes with Exhibits Service material to go next week. After August 21 I'm a little bit up in the air. The move to the new building, SA-5, was supposed to be finished this coming weekend, but because of water infiltration some weeks back in the lowest level, the final group of employees will not move out of SA-44 until the end of August at the earliest. I'll let you know my schedule once I know anything for certain. But you can always reach me at home at [redacted] if there's anything you ever need to follow up on with me.

B6

It has likewise been a pleasure for me to collaborate with both your gentlemen these past couple of years. I have always appreciated your insight, guidance, and patience in helping a bunch of novices, including me, get a grip on the sometimes-arcane world of records management. So, thanks from me and everyone else at IIP. I'm sure our paths will cross again at some path; until then, all the best.

Regards,  
Domenick

**RELEASED IN PART B6**

**REVIEW AUTHORITY: Frank Tumminia, Senior Reviewer**