

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NOV 17 1981

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

| | |
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| LEAVE BLANK | |
| JOB NO. | NCL-378-81-1 |
| DATE RECEIVED | March 12, 1981 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 4-8-81 <i>Date</i> | <i>[Signature]</i> <i>Archivist of the United States</i> |

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

Economic Development Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ivy V. Parr

5. TEL. EXT.

377-3630

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 14 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|----------------|---------------------------------------|---|
| C. DATE | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| <u>2-27-81</u> | <i>Ivy V. Parr</i> | <u>Departmental Records Mgmt. Officer</u> |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1. | <p>DEPUTY ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT <u>Indian Program Staff</u></p> <p><u>Promotional Audio-visual Records, Indian Program.</u> Audio-visual records involving promotion of EDA indian business development programs consisting of the EDA record copy of such presentations as:</p> <p>a. A film dealing with the San Carlos Indian Tribe of Arizona and its mining activities;</p> <p>b. A slide presentation demonstrating the benefits Indian tribes can derive from the EDA program;</p> <p>c. A slide presentation tailored for tribal councils demonstrating the benefits to indians from promotion of industrial development.</p> | | <i>49 items</i> |

*Closed Out: 5-8-81: K.T.D.
Copy to Agency, NCV, INC, 10 NC, NNB, NNF, NNV*

Permanent. Retire to SHA when no longer needed for current business for offer of direct transfer to the Archives of the United States.

OFFICE OF PUBLIC AFFAIRS
Publications Division

2. Audio-Visual Records, Public Affairs . EDA centralized record copies of various audio-visual materials consisting of:

a. Color slides. These are original color transparencies created for EDA under contract or by the photographic laboratory of the Department, as well as some copies received from private sources. Such slides document EDA-funded activities and conditions of unemployment in various areas of the U.S. Primarily arranged by subject.

Permanent. Break file every 10 years. Five years after the break, retire inactive slides to SHA for offer of direct transfer to the Archives of the United States.

b. Log Book to Color Slides. Log book serving as control to color slides collection. The log book is arranged by slide number and indicates captions and subject code of slides.

Permanent. Offer photo copies of the pages of the book covering the color slides offered for transfer to the Archives of the United States along with the slides being offered.

c. Captioned Black and White Prints, and Some Related Negatives . This collection of black and white prints documents persons, events, sites, and scenes of significance covering the development and operation of EDA and its programs and projects for development of jobs and economic activity. The prints are arranged by state and thereunder alphabetically by community.

Negatives for any of the photographs taken by the Department photographic laboratory are maintained by that laboratory. Some copy negatives are included in the file for photographs received from outside sources.

Permanent. Break file every 10 years. Five years after the break, retire inactive documentation to SHA for offer of direct transfer to the Archives of the United States.

d. Motion Picture Films. These are prints of films produced by grantees, or which document the results of EDA grants or other fund distributions, and which were acquired by program offices.

Permanent. Retire to SHA when no longer needed for current business for offer of direct transfer to the Archives of the United States.

EDA REGIONAL OFFICES
Technical Assistance Records

3. Regionally Generated Technical Assistance Grant and Contract Project Case Files. These files are the regional copy of grant or contract project case files under the supervision of the regional offices.

Case files consist of such records as a copy of the final printed report or equivalent, progress reports and monitoring actions, proposed comments, applicants proposal, a copy of the agreement (grant or contract), and all other official documentation pertaining to the administration and adequacy of performance under the project agreement.

The normal term of a technical assistance grant or contract is one year; however, for various reasons a number of grants are renewed one or more times for an additional year. When this occurs, the original project case file number with an added final digit is assigned to the case file for each such extension. Thus, each case file including the first one and each extension thereafter is treated somewhat as a separate project.

Grants are made only to non-profit and public organizations; they are awarded to allow the grantee to provide management services and business know-how to selected businesses located in areas of economic distress. Grants are also awarded to provide training, counseling, and promotional services to such businesses.

Contracts are essentially the same as grants except they may be awarded to private enterprises. They are usually for a shorter term and are not extended as a general rule. Most contracts are awarded for feasibility studies, demonstration projects, or some business services. The terms of a contract nearly always require a final report or equivalent.

Cases are closed upon receipt of the final report and final EDA payment.

Transfer closed cases to FARC 1 year after closure. Dispose of 10 years after closure.

OFFICE OF POLICY EVALUATION AND RESEARCH
Economic Research Division

4. National Public Advisory Committee on Regional Economic Development. The file consists of agendas, minutes of meetings, rosters, reports and recommendations, correspondence, and presentations made at meetings of the full committee and various subcommittees. This public committee served as a policy and advisory committee to EDA from 1965 to the present providing outside input in its policy and development activities. Arranged by meeting.

Permanent. Retire to SHA when 3 years old. Transfer to WNRC 1 year thereafter. Offer for transfer to the National Archives when 20 years old.

(Note: Item 2 of National Archives Job NCl-378-80-1, approved May 9, 1980 provided permanent retention for 2 cubic feet of these committee files covering the period 1965-1969, now in the WNRC under Acc. 378-75-0005).

DEPUTY ASSISTANT SECRETARY FOR ECONOMIC DEVELOPMENT OPERATIONS
Office of Program Operations

5. Program Operations Subject File. The file consists primarily of subject correspondence and related records involving the cross-office coordination activities of the Office of Program Operations concerning such economic development activities of EDA as public investments, technical assistance, long term economic deterioration, and sudden and severe economic problems, and the like. In addition, the file reflects activities relating to the former Comprehensive Economic Development Strategy (CEDS) planning program, as well as overall administrative management activities relating to the responsibilities of the Deputy Assistant Secretary for Economic Operations.

Retire to SHA after 3 years. Transfer to WNRC 1 year later. Dispose of when 15 years old.

OFFICE OF PROGRAM OPERATIONS
Administrative Support Division

6. Economic Development Operations Correspondence File. The file consists of incoming and outgoing communications and related papers prepared in the Division concerning inquiries from Congressman, Senators, Mayors, government officials, members of State legislatures, private citizens, and the public pertaining to various economic development activities that are the responsibility of the Deputy Assistant Secretary for Economic Development. The record copy file of all such policy or precedent correspondence is maintained by the Executive Secretariat of the EDA. Arranged by State and date thereunder.

Dispose of when 2 years old.

7. Administrative Subject File. These are office copies of papers pertaining to budget, personnel, time and attendance, overtime, travel, requisition and purchase orders, and other housekeeping papers.

Dispose of when 2 years old.

OFFICE OF PUBLIC INVESTMENTS
Long Term Economic Deterioration Division

8. Division Revolving Loan Fund Grants Case Folders . These are Division working copies of the documentation involving the development and monitoring of revolving loan fund grants made to various public organizations to overcome long term economic deterioration problems in a particular area. These documents include a copy of the project profile, materials regarding headquarters evaluation of the proposed grant, the application of the requester, correspondence with the appropriate regional office, copies of the requester's loan administration plan submitted with the application, the request for reservation of program funds form, the special conditions statement, and related papers. These working copy case folders are needed by the Division to administer this demonstration program carried out by the Regional Offices, and are in addition to the central headquarters skeleton case file maintained by the Director of the Office of Public Investments and the master file on the case maintained by the appropriate EDA regional office. The files contain amendments and modifications to the original approved grant.

Retire to SHA 5 years after approval for transfer to WNRC.
Dispose of when 10 years old.

9. Long Term Economic Deterioration Program Subject File . This general correspondence subject file maintained by the Division Director on the long term economic deterioration program covers such matters as the neighborhood business revitalization program, Presidential initiatives, rural water-sewage programs, rural transportation problems, reindustrialization program, other interested- agency development programs, gasahol, and other related economic development matters. Policy correspondence is maintained by the EDA secretariat.

Move active files forward as needed and dispose of when 5 years old.

10. Administrative Subject File. These are office papers pertaining to such matters as time and attendance, travel, procurement, personnel, budget, requisitions for services, briefings, and related or similar housekeeping matters.

Dispose of when 2 years old.

11. Chronological File. The file consists of an extra copy of documents prepared in the Division and maintained in date order.

Dispose of when 2 years old.

OFFICE OF TECHNICAL ASSISTANCE
Office of the Director

12. Repayment Agreements. The file consists of agreements and related records pertaining to individuals, corporations, or other business organizations that have agreed to repay the Federal cost of a specified technical assistance project of proprietary benefit to them as a condition precedent to approval of the project. The assistance might have been made directly to these applicants under grant or contract or to third parties under grant or contract who provided the applicant with assistance involving proprietary benefit.

Dispose of 1 year after repaid or written off.

Policy and Program Development Division

13. Regional Project Approval File. The file consists of working copies of project approval documents and/or press releases on regionally approved projects received from regions for informational purposes. Arranged by region and project number.

Break file yearly. Dispose of when 2 years old.

14. Chronological File. Consists of an extra copy of correspondence and other documents prepared in the Division and maintained in date order.

Dispose of when 2 years old.

15. EDA Project and Status Report (CO-1 or equivalent). This is a computer printout which contains pertinent project characteristics and status of progress from date of application receipt through the review phase, the approval action, and the construction phase.

Data elements included are: applicant's name; project description and location; type of project; geographic codes; financing; sources of funds; length of loan and interest rates; anticipated employment and payroll; annual sales; cost breakdown; major processing steps and days required for each step; construction status; and inspection visits; and the like.

Dispose of when no longer needed for current business, or when superseded by a new annual cumulative report, as appropriate.

Trade and Industry Assistance Division

16. Chronological File. Consists of an extra copy of correspondence and other documents prepared in the Division and maintained in date order.

Dispose of when 2 years old.

17. Project Review Subject File. Contains documents of law, regulation, and technical requirements for making final recommendations on applications of trade adjustment assistance and trade adjustment assistance centers. The file also contains incoming and outgoing correspondence and related records with other government agencies and the public on trade adjustment and industry assistance matters.

Start a new file every 5 years. Retire to SHA 1 year later and transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

18. Technical Reference Resource File. The file consists of resource materials pertaining to trade and industry assistance, such as International Trade Commission reports on injury and industry data and Trade Act certifications.

Dispose of when no longer needed for current business.

OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR
DEVELOPMENT FINANCE

19. Program and Policy Subject File. Documentation, including incoming and outgoing correspondence and related papers, generated or accumulated by the Deputy Assistant Secretary and staff in the course of providing executive direction to the Development Finance Program which uses financial incentives such as loans and guarantees to promote needed business investments in distressed areas, provide employment, and generate the tax base. Included are such subjects as Credit Scoring System, Common Business Credit Committee, Development Finance Management Council, EDA Policy Council, Legislation Implementation Planning, Philadelphia Roundtable, Development Finance Program Pre-Approval Items, and various projects by name of company in which the Deputy Assistant Secretary has a personal interest. Arranged alphabetically by subject. 1980 to date.

Permanent. Start a new file every 5 years. Retire to SHA 1 year later. Transfer to WNRC 2 years later. Offer for transfer to the National Archives when 20 years old.

20. Chronological File. The file consists of copies of documents prepared or signed by the Deputy Assistant Secretary and maintained in date order.

Dispose when 3 years old.

OFFICE OF DEVELOPMENT FINANCE MANAGEMENT

Office of the Director

21. Program Management Subject File. The file consists primarily of correspondence, proposals, position papers, issuances, and related papers created or accumulated in directing and administering the program development and coordination activities of the Office of Development Finance Management. Typical of the subjects included are: Alcohol Fuels, Banking Briefs, Center for Community Development, Policy Issues, DFP Regulations, Legislation, Implementation Ad Hoc Working Group, Lenders - Packagers Manual, Management Information System, Management Reports, Memorandum of Understanding, and National League of Cities. Arranged alphabetically by subject.

Break file every 3 years. Bring forward active materials to the new file as needed. Retire to SHA 1 year thereafter. Transfer to WNRC 1 year later. Dispose of when 20 years old.

22. Director's Chronological File. The file consists of copies of documents prepared or signed by the Director and arranged in date order.

Dispose of when 3 years old.

Program Development Division (*Formerly Development Finance Policy Division*)

23. Program Development Subject File . Consists of correspondence, proposals, position papers, issuances, and related papers pertaining to Divisional work involving developing policy and procedural issuances and proposals covering the implementation of the Development Finance Program at headquarters and EDA Regional Offices covering such matters as loan servicing activities, loan processing, lending guidelines, loan guarantees, and the like.

Start a new file every 3 years. Retire to SHA 1 year later. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

24. Working Paper Files. These are extra copies, drafts, reference materials, and other working papers accumulated by staff members of the Division in carrying out assigned activities.

Dispose of when no longer needed for current business.

25. Chief's Chronological File. Consists of extra copies of documents created or signed in the Division and maintained in date order.

Dispose of when 2 years old.

Program Coordination Division (*Formerly Development Finance Administration Division*)

26. Controlled Correspondence File. These are the incoming documents and yellow copies of outgoing replies involving controlled correspondence from Congress and other organizations and persons, typically involving requests for assistance prior to the formal establishment of projects. The EDA record copy of such controlled correspondence is maintained by the Executive Secretariat.

Dispose of when 5 years old.

27. Administrative Subject File. Consists of office copies of housekeeping papers pertaining to budget, time and attendance, personnel matters, requisitions and purchase orders, space, property, mail, and similar housekeeping activities.

Start a new file every 3 years. Bring forward active papers needed for current business. Dispose of when 3 years old.

28. Program Management and Report File. Consists of office copies of various periodic management reports created or received by the office, such as project status summaries, approved loan summaries, weekly activity reports, quarterly financial reports and the like, together with records pertaining to program coordination, development, and analysis activities of the office.

Break file every 3 years. Bring forward active documents needed for current business. Dispose of when 3 years old or when no longer for current business, whichever comes sooner.

OFFICE OF PORTFOLIO ADMINISTRATION

29. Director's Program Subject File. Consists of correspondence, reports, proposals, and related documents arranged by subject pertaining to the administration and documentation of the direct loan and loan guarantee program of EDA. Includes records pertaining to conferences, procedures, policies, meetings, status reports, regional relations, and similar type non project activities of the Office of Portfolio Administration.

Bring active materials forward as needed and dispose of when 5 years old.

30. Administrative Subject File. Office copies of documents pertaining to internal housekeeping activities such as time and attendance accounting, travel, personnel, procurement and printing, and related internal housekeeping matters.

Dispose of when 3 years old.

31. Approved Development Finance Direct Loan Project Case Files. These are the headquarters office record copies of the project folders reflecting the EDA direct loan program to private industries including those involving trade adjustment assistance.

The case files on loans can have four major subdivisions, the first two existing for all projects, while the third and fourth are typically involved if the private company develops severe economic difficulties: (1) Documentation pertaining to the preapproval and the submission and approval of the loan application; (2) documentation relating typically to the EDA Regional office servicing of the loan, and, if the company remains healthy, reports on its financial condition and eventual loan repayment papers; (3) papers pertaining to headquarters office servicing of the loan, typically for severely troubled companies whose records are transferred from regional offices to the headquarters office for servicing; and (4) for failing companies, documentation pertaining to the EDA liquidation of the company to attempt to salvage assets covering the loans.

The loan case folders are closed after repayment is made or some form of settlement or liquidation is completed.

Retire closed cases to SHA 1 year after case folder is closed. Transfer to WNRC 2 years later (a) Retain ~~samples (see page 166)~~ * (b) all others - Dispose 10 years after closing date.

32. Development Finance Loan Guarantee Case Files. These contain the record copies of documentation of an EDA guarantee of a loan made to a business by a private bank or financial institution. EDA assisted such businesses that could not get direct loans from these financial institutions, either by fixed asset or working capital loan guarantees.

These case files are closed upon termination of the loan guarantee, or upon other settlement or liquidation of the business.

Retire closed cases to SHA 1 year after case folder is closed provided enough volume of records is to be retired. Transfer to WNRC 2 years later. (a) Retain ~~samples (see page 166)~~ * (b) All others - Dispose of 5 years after closure.

33. Denied Development Finance Financial Assistance Project Case Files. These files reflect project applications or other preapproval documentation on proposed requests for direct loans or loan guarantees that were not approved.

Dispose of when 3 years old.

With respect to items 31a and 32a above, the following amendment is made:
* ... the first case file closed during each even fiscal year.

RWC
4/2/81

34. Collateral Instruments. These are the "original" documents or specific evidence of indebtedness pledged by a business to cover the EDA loan or guarantee such as collateral mortgages, personal guarantees, pledged inventories, assigned contracts, assigned accounts receivable, assigned life insurance policies, and similar instruments.

a. Paid up personal or corporate guarantees. Return to guarantor appropriately marked when debt is repaid or otherwise fully satisfied.

b. Liquidated companies. Retire to SHA 1 year after liquidation. Transfer to WNRC 2 years later. Dispose of when 25 years old.

35. Working Paper Files. These are extra copies, drafts, reference materials, developmental materials, and other working papers maintained for convenience by the staff of the office to facilitate carrying out assigned responsibilities.

Dispose of when no longer needed for current business.

OFFICE OF DEVELOPMENT FINANCE PROJECTS

Office of the Director

36. Administrative Subject File. Consists of office copies of travel folders, time and attendance records of employees and other internal housekeeping records maintained for convenience by the Director's office.

Dispose of when 3 years old.

37. Director's Program Subject File. Correspondence, proposals, position papers, issuances and related records reflecting the direction and administration of the various headquarters or regional office projects involving financial assistance such as direct loans or loan guarantees made to private sector organizations to promote employment or other economic development objectives. Typical of the subjects included are: Conferences, Reorganization, Gasohol, Task Forces, Realignment of Business Development Responsibilities, Loan Servicing, Assessment of TAAC's.

Break file every 3 years and bring forward to new files active materials still needed for current business. Retire to SHA 1 year later. Transfer to WNRC 1 year later. Dispose of when 20 years old.

38. Director's Project Files. Convenience files maintained by the Director covering certain projects in which he has a personal interest. The headquarters record copy of approved projects is maintained by the Office of Portfolio Administration.

Dispose of when no longer needed for current business.

39. Chronological File. Office copies of documents prepared or signed by the Director.

Dispose of when 2 years old.

Project Review Division

40. Steel Program Financial Assistance Project Files. These are the record copies of the project folders reflecting the financial assistance in the form of loan guarantees or loans granted to distressed steel companies by the EDA. The steel assistance projects were handled differently from most development finance projects in that the record copies of the projects were kept by the Project Review Division rather than the Office of Portfolio Administration which was responsible for maintaining the central headquarters office record copies of development finance project case folders. The exception of the steel program to the centralized project file system was primarily based on the need to the steel industry specialists of EDA to have such files immediately accessible, in view of the special requirements of the program. Loan guarantees typically were made available to distressed steel companies for a period of 15 years.

Retire to SHA 1 year after closure of project. Transfer to WNRC 2 years later. Dispose of 10 years after closure of project.

41. Unsuccessful Steel Program Applications for Financial Assistance. Consists of applications for financial assistance and related papers from distressed steel companies that were not acted on favorably by the EDA.

Dispose of when 3 years old.

42. Project Review Program Subject File. Correspondence, proposals and related documents reflecting the administration, procedures, and operations involved in processing projects, such as the steel program, which are the direct responsibility of the Division, or in monitoring the activities of the regions in their processing of development finance projects. Typical subjects of the file include: Steel Monthly Reports, Basic Steel Situation, Trade Assistance, Special Incentives, Modification Requests, Approved Projects, DFP Status Report, Regional Relations, Reorganization, and Steel News Clippings.

Dispose of when 5 years old.

43. Administrative Subject File. Office copies of documents pertaining to such internal housekeeping matters as time and attendance, budget, personnel, travel, and similar housekeeping activities.

Dispose of when 3 years old.

44. Chronological Files. Consists of an extra copy of documents prepared or signed in the division and kept in date order.

Dispose of when 3 years old.

ALL HEADQUARTERS OFFICES

45. Convenience Working Paper Files. These are extra copies, drafts, reference materials, developmental materials, and other working papers maintained for convenience of EDA operating officials to facilitate the carrying out of assigned responsibilities.

Dispose of when no longer needed for current business.

Permanent Items of Proposed EDA Supplemental Schedule

Indian Program Staff

- Item 1 Promotional Audio-Visual Records, Indian Program Staff - 1 film and 2 slide presentations

OFFICE OF PUBLIC AFFAIRS
Publications Division

- Item 2 Audio-Visual Records, Public Affairs - color slides, log book to color slides, captioned prints and negatives, motion picture film prints

OFFICE OF POLICY EVALUATION AND RESEARCH
Economic Research Division

- Item 4 National Public Advisory Committee on Regional Economic Development 1978 - date. 1/2 cu. ft. Arranged by meeting. (The 1965-1977 segment of this file is in WNRC (2 boxes) and is already appraised as permanent under NCl-378-80-1, Item 2)

- Item 19 OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR DEVELOPMENT FINANCE

Program and Policy Subject File - 1/2 cubic foot
(Arranged by subject, 1980-81)

February 1981

Relationship of the Proposed Supplemental Schedule
of EDA to Item Numbers of the Present Records Control
Schedule (NC1-378-79-2) Being Replaced.

Proposed Schedule
Item Number

Item No. NC1-378-79-2
Being Replaced

DAS For ECONOMIC DEVELOPMENT
Indian Program Staff

1

OFFICE OF PUBLIC AFFAIRS
Publications Division

2

EDA REGIONAL OFFICES
Technical Assistance Records

3

482

OFFICE OF POLICY EVALUATION AND RESEARCH
Economic Research Division

4

(Item 2 of Job
NC1-378-80-1
covers similar
records stored
in WNRC)

Proposed Schedule Item
Number

Item No. of NCl-378-79-2
Being Replaced

DAS for ECONOMIC DEVELOPMENT OPERATIONS
Office of Program Operations

5 316

OFFICE OF PROGRAM OPERATIONS
Administrative Support Division

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OFFICE OF PUBLIC INVESTMENTS
Long Term Economic Deterioration Division

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OFFICE OF TECHNICAL ASSISTANCE
Office of the Director

12 415

Proposed Schedule Item
Number

Item No. of NCl-378-79-2
Being Replaced

Policy and Program Development Division

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Trade and Industry Assistance Division

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OFFICE OF THE DAS FOR DEVELOPMENT FINANCE

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OFFICE OF DEVELOPMENT FINANCE MANAGEMENT
Office of the Director

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Program Development Division

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Program Coordination Division

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OFFICE OF PORTFOLIO ADMINISTRATION

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OFFICE OF DEVELOPMENT FINANCE PROJECTS
Office of the Director

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Project Review Division

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ALL HEADQUARTERS UNITS

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