

GROUP PROJECTS DIVISION

3. ~~Grantee Files - Individual, Multi-regional, Single Country, and Small Group project files. Contain applications, proposals, data sheets, security clearance, grant award, reports of study or training, evaluations, and related documentation.~~

~~DISPOSITION AUTHORITY: Cut off on termination of grant. Transfer to WNRC one year after cut off. Destroy when five years old.~~

NCI-306-81-4/2

4. General Office Files - Correspondence, memoranda, reports, telegrams, and other material. Files relate to the administration, general policies, procedures, and activities of the Group Projects Division.

DISPOSITION AUTHORITY: Cut off at the end of the year. Transfer to WNRC when one year old. Destroy when five years old.

GRANT PROGRAMS DIVISION
to include the geographic area offices of
AMERICAN REPUBLICS
NEAR EAST/SOUTH ASIA
EUROPE
EAST ASIA
AFRICA

5. General Program Files - Contains grantee program reports, budget, and correspondence relating to grants program administration.

DISPOSITION AUTHORITY: Destroy when two years old.

6. Contract Program Agency Files - Contains program information on Contracting Agencies, reports, budget, meeting notes and reviews.

DISPOSITION AUTHORITY: Destroy when two years old.

7. ~~Grantee Files - (Geographic Areas) Contain individual grantee program or project files and team programs involving more than one grantee application, biographic data sheet, security clearance, grant award, report of study or training, evaluation data and related correspondence.~~

~~DISPOSITION AUTHORITY: Cut off on termination of grant. Transfer to WNRC one year after termination of grant. Destroy five years after termination of grant.~~ NCF-306-81-4/z

COMMUNITY RELATIONS DIVISION
to include
Program Resources
and
Washington Reception Center

8. General Program Files - Contains records pertaining to the operation of the educational and cultural programs of a Program Agency. Includes a synopsis of a program agency's functions, annual reports, evaluations, agreements, program proposals, budget analysis and general administrative material.

DISPOSITION AUTHORITY: Break annually. Transfer to WNRC when two years old. Destroy when five years old.

9. Committee, Conference, and Nation-wide Communities Files - Contains correspondence, reports, memoranda, agendas, minutes of meetings, and related documentation. The files document the establishment, membership, activities, and policies on interagency advisory, inter, and international committees.

PERMANENT.

DISPOSITION AUTHORITY: ^ Cut off at end of the year. Transfer to WNRC when two years old. Transfer to the National Archives when 25 years old.

10. ~~Grantee Files - UN, PL-402, and other grantee files. Contains applications, data sheets, security clearance, grant award, reports of study or training, evaluation data, arrival lists, flight data, hotel reservations, and other related material.~~

~~DISPOSITION AUTHORITY: Cut off on termination of grant. Transfer to WNRC when one year old. Destroy when five years old.~~

NCI-306-81-4/2

11. Hotel Contracts - Contains contracts and related material regarding sponsored hotels.

DISPOSITION AUTHORITY: Cut off at the end of the year and transfer to WNRC. Destroy when five years old.

12. Escort Reports - Contains reports on the escort's service to the visitor.

DISPOSITION AUTHORITY: Cut off at the end of the year and transfer to WNRC. Destroy when five years old.

VOLUNTARY VISITORS DIVISION

includes

American Republics
Near East/South Asia
East Asia
Europe
Africa

13. ~~Grantee Files - (Geographic Area - American and Foreign) Contains individual grantee program or project files and team programs involving more than one grantee on all categories of grantees. Includes grantee application, biographic data sheet, security clearance, grant award, reports of study or training, evaluation data and related correspondence.~~

UCI-306-81-4/2

~~DISPOSITION AUTHORITY: Cut off on termination of grant. Transfer to WNRC when two years old. Destroy five years after termination of grant.~~

RECORDS COMMON TO MOST OFFICES

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

~~DISPOSITION AUTHORITY: Break file at end of fiscal year. Destroy when two years old or when no longer needed, whichever is sooner.~~

GRS 23
Item 1

15. ~~Personnel Files - Contains duplicate documentation of personnel records maintained outside the main Personnel Office.~~

~~DISPOSITION AUTHORITY: Review annually and destroy superseded or obsolete documents relating to an individual employee one year after separation or transfer.~~

GRS 1
Item 18(a)

16. Working Papers and Background Material - Contains project background records, such as studies, analyses, notes, drafts, and interim reports.

DISPOSITION AUTHORITY: Destroy six months after final action on project report or three months after completion of report if no final action is taken.

